

Special Events Task Force Meeting Notes

6/12/2019 | 3pm – 5pm

Items for potential recommendations to Council ([SETF Potential Recommendations Tracker](#))

- Reduce ambiguity around fire code language (local amendments v. International Fire Code)
- A revised max/min time for sending notification when event applications are submitted
- Change special event tier classification definitions for tiers 3 and 4
- More streamlined yet comprehensive special events application with all potential forms and prepopulated information from previous applications
- Change requirement for sustainability reports

Q & A with ACE staff panel

- Staff have experienced several unexpected situations internally since the SEO went into effect
Ex: Definition of “special event”
 - Fire code = 50+ attendees
 - SEO = 100+ attendees
 - Staff suggest change to SEO from 100 → 50
 - *Potential con*: extra work for everyone involved because new requirements would then be triggered within the application process for events of 50-99 attendees
 - *Potential pro*: protections in SEO for applicants that non-applicants do not receive (i.e., required response time from ACE)
- Confirmed: Funeral processions are not special events
 - SEO 4-20-20 (B) (2) [[p. 5](#)]
- Discussion about ACE application needing to be one-stop-shop for any kind of permit
- Pros + cons of change in notification deadlines
- Discussion about confusion between definition/classification of tier 3 and 4 events
 - Branding around tiers – Commissioners are concerned the public are seeing tiers as a ranking system
 - Staff clarified the tiers’ purpose is to define which set of deadlines to follow
- Discussion about streamlining external communication from ACE regarding application approval + next-steps
 - New AMANDA system should solve this problem
- Discussion about SEO Rule 4.6 [[p. 12](#)] regarding collection of emissions data + Office of Sustainability
- Discussion about ACE application approval/denial and how staff works with applicants to remedy application issues before they result in a hard denial of the event
 - *Potential con*: Limited # of days in appeal process time for tiers 1 and 2
- Discussion about how event planners can be informed of code/policy amendments that impact special events