

City of Austin

Austin Center for Events

Special Events Ordinance



ACE Overview

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

Comprehensive Application

- ❖ Applications will be reviewed by ACE team.
 - Includes “triggers” for partner departments and agencies.
- ❖ Additional requirements may apply.
- ❖ Master events application completed with public input. Soft launch planned soon.
 - Eventually will be in web-based format.
- ❖ ACE may approve/deny/revoke permits
- ❖ Team of directors can waive deadlines, adjudicate denial appeals.

What is a “special event”

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

Exemptions to “special event”

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

Event Tiers

- ❖ Tier 1: Application due at least 3 days in advance.
- ❖ Tier 2: Application due at least 30 days in advance.
- ❖ Tier 3: Application due at least 120 days in advance.
- ❖ Tier 4: Application due at least 180 days in advance.

Notifications

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

Basic Large Events Notifications

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

Next Steps

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