



MEMORANDUM

TO: The Urban Transportation Commission

FROM: Frances Hargrove, Manager, Office of Special Events, Austin Transportation Department

DATE: October 8, 2014

SUBJECT: Special Event Ordinance

As requested at the September Urban Transportation Commission meeting, here is some additional information in reference to the pending Special Event Ordinance.

1. Events by Tier: Attached is a list of current events and how they could potentially be classified by tier. This is based on the current definitions and on the latest size and scope of the particular events. The intention is to reduce the deadline times for smaller impact events, but there will still be the necessary notification and approval process required.
2. Capital Metro Rapid Bus Routes: We continue to work with Capital Metro to reduce the impact to transit routes.
 - a. Capital Metro is still researching whether charging impact fees to events for transit route disruption is a viable option.
 - b. Austin Center for Events staff supports not permitting street closures that affect the Guadalupe/Lavaca corridors for any new events. Austin Center for Events staff will continue working with Capital Metro and event planners to minimize disruptions of current or proposed events to any transit routes including recommending earlier start times, suggesting alternate streets and updating traffic plans to include access for buses where possible.
3. Notifications: Attached is a PowerPoint presented at the stakeholder meeting in July. The proposed changes based on feedback from other stakeholder meetings include:
 - a. Eliminating or greatly reducing the number of mailed notification by creating an electronic notification system that will incorporate 3-1-1 to gather approvals, concerns or disapprovals.

- b. Incorporate the notification and approval process much earlier so that the event organizer knows within 45 days or less after submitting an application whether or not there is adequate support for the event to move forward.
- c. In addition, as part of the notification process, Austin Center for Events supports including impacts to transit information as part of the outreach effort.

Should you have questions, please contact Frances Hargrove, 512-974-7083.

CC: Gordon Derr

Bill Manno