



Proposed Amendments to Chapter 41.5

“Special Events”

Legistar File 22-0070

Rules, Administration & Procedures Committee
Tuesday, February 1, 2022



Background

- In January of 2019, the City Council approved the creation of a Special Events Ordinance (Chapter 41.5).
- The new ordinance created structure around the city's growing special-event scene.
- In July of 2019, the process was enhanced by the implementation of an electronic permit application system, eProval.
- Proposed changes brought forth today represent a mix of administrative cleanup/updates and practical experience.



eProval

- eProval provided a platform for citywide departmental participation and has proven to be very successful.
- 2022 will see the use of eProval expanded to improve the user and staff experience.

Year	# of Permits Issued	Notes
2019	58	eProval went live in July of 2019
2020	16	61 applications submitted; canceled due to COVID-19
2021	67	Events took place June - December
2022	2 (thus far)	Projecting approximately 85



Administrative Cleanup

- The code still refers to “Government Operations”.
 - Proposed change: Public Health, Safety and Transportation
- The “Special Events” division is now “Community Events”
 - Division references were updated
 - Staff references were updated



Sec. 41.5-102 - Definitions

- Add “Adjacent premises” and “Alcohol” to definitions. (pg. 1)
 - Adjacent premises is consistent with language in Chapter 6.
- “Alcohol” was added to clean up the ability for events to include alcohol.
 - Removed from the Tiers.
 - References all obligations consistent with Chapter 6.
- Added a contact information requirement to the definition of “Applicant” to cover any third-party application submissions.
- Add hours of operations to the definition of “Carnival” (pg. 2)
 - Based on feedback from APD.
- Added a clarifying sentence to “Sponsor” delineating responsibility for event communication. (pg. 6)



Sec. 41.5-110 – Permit Required; Exceptions

- Removed reference to alcohol from Tiers. (pgs. 8-9)
- Add a process for exceptions to Carnivals & Circus' (pg. 8)
 - Code limits to 2 per location per year, wanted to add the ability to request an exemption.
- Add reference to an electronic permit. (pg. 11)
- Add a cost recovery option if additional city resources are required. (pg. 13)
- Adjust the deposit required process. (pg. 13)



Sec. 41.5-115 – Insurance Required

- Clarified that events taking place on private property are excluded from the insurance requirements. (pg. 14)



Sec. 41.5-131; 155; 156 (Application Information)

- Clarified that events taking place on private property are excluded from the insurance requirements. (pg. 14)
- Add requirement for applicant to provide the distance from a residential district to address noise complaints (pgs. 16, 27, 28)
- Updated waste management provisions:
 - Remove requirement for a map and a plan with the location of all waste receptacles (pgs. 18 & 28)
 - City staff determines the number of required receptacles and there is a cost recovery provision; map is unnecessary and cumbersome.
 - Any issues with waste may also be addressed in the event evaluation process
- Add a provision required standardized rules for events. (pg. 29)
 - Feedback from event managers and APD.



Sec. 41.5-161 Personal & Property Security

- Add the ability of APD to approve security measures for events. (pg. 30)
- Update requirements for private security at events. (pgs. 30 & 31)
- Add clarifying provisions for traffic management. (pg. 32)



Questions?