SEO Write the Rules Summer Session
Meeting Notes
July 10, 2018

Organizations Represented

Austin Music People

FairMarket

Red Velvet Events

Bouldin Creek Neighborhood Association

Paramount Theatre

Umlauf Sculpture Garden

Plaza Perspective

Eeyore's Birthday

SXSW

Draft Rules and Processes Presented

- Special Event Temporary Use Request Review and Approval Criteria
- Temporary Change of Use Permits
- Temporary Structures
- Tents and Membrane Structures
- Special Events & Occupancy Changes in Assembly Venues

Notes Summary:

- Several questions were asked related to specific scenarios with conflicting information between venue certificates of occupancy and load cards.
- A significant portion of the discussion centered on the process a venue with permanent assembly certificate of occupancy would need to follow to increase its occupancy limit and how that may or may not impact the use of the venue.
- Options for determining the status of a venue's certificate of occupancy earlier in the ACE application process and making that information available online was discussed.
- There was consensus around the idea that further education for venues on the process changing occupancy load is needed.

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1   **Stakeholder:** Is there a max occupancy for a building without a sprinkler system?
    - **Staff:** For a sprinkler system it's 99 and for a fire alarm its 299… the size of the building may hold more than that, and if it does hold more than that, that's when we can begin for a temporary event to require fire watch. For a permanent structure that's being permitted as an assembly, require a sprinkler system to be installed.
    - **Stakeholder:** So for fire watch the capacity would be…
    - **Staff:** Dependent on the size of the space. If it's a non-assembly building.
    - **Staff:** Another factor that's going to come in with Fire is what exactly will be the event itself.
    - **Stakeholder:** Does fire watch generally give an equivalent number if it's sprinkled?
    - **Staff:** Yes. Fire watch doesn't increased the capacity. The size of the building is what determines that.
    - **Stakeholder:** If you have the size of the building could facilitate 600 and there's no sprinkler system or no alarm then the fire watch…capacity approach 600 with fire watch?
    - **Staff:** Yes. Or two fire watches. Depending on what the sizes of the venues are. That's the other thing, the building may hold up to 600 people but only has exits for 400. You have to factor in the exit width too. There are a few venues that are restricted by exit width.
    - **Stakeholder:** what percentage of applications are pretty off on their anticipated capacity?
    - **Staff:** A lot.
    - **Staff:** So we have a site plan ordinance … in the pages … and that's one of the ideas we've brought up as far as having professionally accepted site plan. That's an architect or somebody that would provide training to you to give you a value that determines…or by using the proper computer programs to size it up … which would make it easier … so that's one of the ideas we're looking at … we have until next April to do it, but it's definitely something we're going to keep looking at and discussing so we can determine whether we can actually do it or not. And discussing with you guys whether it's feasible or not for you guys.
    - **Stakeholder:** One of the things that would honestly be really helpful and minimize wrong applications is you know, you guys have international fire code and international building code, and they're very thick. And, it might be helpful, I'm sure there are portions of the code as it relates to capacity… if you guys could pull out some of those

really relevant pieces that would be really helpful for people so that their expectations are in line a little bit more with reality.

○ **Staff:** I'm not an expert on this, but Lt., is that feasible to just bring out certain parts of the code?

○ **Staff:** Yeah, it's a possibility. But I mean, you need to really truly submit something. Then we can take a look at it and say this is what you have and this is what you qualify for.

○ **Stakeholder:** just the common capacity stuff

○ **Staff:** so we're talking about temporary change of use right?

○ **Stakeholder:** Yeah

○ **Staff:** It sounds like what you're getting at is more of an educational document. It won't be comprehensive, but maybe it's the top ten things that people mess up on their site plan related to occupancy. It won't be everything, but maybe it's the top ten things, or something like that.

○ **Stakeholder:** Because I remember the 299 thing differently. Maybe it changed with international fire code over the local amendments, but it seems like things have shifted

○ **Staff:** That hasn't changed in many years.

○ **Stakeholder:** It's kind of like we were talking about at the last meeting where maybe those checklist, pre-submittal to the ACE application for the building code and fire code so event planners can know from the beginning so they can submit a site plan that's more accurate with what you guys are saying. Maybe a checklist could encompass some of that code. I think that'd be really helpful for both parties.

○ **Staff:** I was just thinking about something, we could probably create something like that like a building status request that includes things like occupancy… something like that would make a big difference.

○ **Stakeholder:** Yeah that sounds great.

○ **Staff:** No one used to ever check if you had a CO. That's added a whole nice new element.

○ **Staff:** It's in the ace app already

○ **Staff:** Sure

○ **Staff:** I think it was supposed to be my job to check them but there's so many of them…I can't keep up with them.

○ **Stakeholder:** Is there a way for the public to check out a CO like the way you would search for a sound permit via the City's search webpage? I can't remember what it's called, but anyone from the City can do that.

○ **Staff:** I think there's a way to do that but there's CO's that were made back in the day when it was a different program, I saw today there were about 2500 different Cos that were never actually printed…Fire did a bunch of them and all of those are in Amanda, but I don't think you can view them via the public search. And of course everything on the PR folder, the building permit has them.

- ○ **Staff:** one of the things we could explore…we want to be able to pull that data out of Amanda, the load information, and have that available. I don't know if it's feasible or not but maybe we can explore pulling out what the official occupancy is on the building.
- ○ **Stakeholder:** I think that'd be helpful. I remember one year there were 40 venues out of 110 that didn't have Cos. Nobody knew that before we spoke to your department
- ○ **Staff:** Yeah probably 99% of them have a CO somewhere it's just a matter of figuring out where they're at.
- ○ **Staff:** I like that idea Brian, if that could be publicly accessible with the load card info.
- ○ **Staff:** We could try, I don't know the feasibility.

2 **Staff:** I'm the Division Manager for Inspections at DSD. We are actively seeking software solutions to better serve the public. One of the things we're looking at making Austin Connect more user friendly for COs. Not only for you but for short term rentals and everybody else that needs… Looking at it from a holistic approach and not just geared towards one specific thing. So it is coming, it's going to take some time to develop, but we're definitely working on it.
- ○ **Stakeholder:** In the meantime, when you guys get the applications, you're checking CO status on the ACE app? Because the TCOU stuff you're talking about comes through the ACE app right?
- ○ **Staff:** No separate application, it's just the ACE application…currently, when an ACE application comes in, it gets accepted, there is no check off to see if it has a CO, there is no current body that checks for what that property is, whether you can have an event there…Once it gets into the review system, it takes until it gets into the review process where someone is actually looking at is…whether its tony or me, that we start the discovery of that, and that might be four months after you submit the application. If you submit your app, I may not look at it until a month before your event. That's where we are.

3 **Stakeholder:** I'm not sure how relevant the question is, but under the proposed CodeNEXT, compatibility rules will change. So how will that affect the rule making?
- ○ **Staff:** The way CodeNEXT is written now, there's R districts which are Residential, MS commercial, MU…the way we set it here it's not in a residential district so it wouldn't go in those "R" districts via CodeNEXT, but it could go in MU and MS. The main commercial is MU and MS in CodeNEXT, and then it goes up to Downtown and, I forget all the right letters. So we wrote the rule anticipating that via Brian's suggestion, that we write it to say "not in residential" which is consistent with how it's done now.

4 **Stakeholder:** So if you're a business, a restaurant, a bar, you have tables and chairs. It sounds like you would rather go through DSD for everything remove load and have that as your permanent CO load, and then do an ACE app for the tables and chairs you're going to have normally? Because you won't allow increase through DSD?

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- **Staff:** Most venues have an SRO and a table and chair right now. So they already have a load. But if they don't, let's let staff talk about what their options are for an SRO with the system in place for them to add tables and chairs without them having to and an ACE app or a permanent change to the loads. Am I introducing that right? How that's going to work? An SRO load that has a formula for how many people get removed as you add tables and chairs?
- **Staff:** Yeah, that's the basic concept behind it but not every venue has an SRO. So if you'd like to change your existing occupancy to an SRO, you'd go through planning review to request for a specific occupancy under that program.
- **Staff:** Just to be clear, that's an extended turnaround time too. That's going to be at least two months.
- **Staff:** So we'd have to do some prior planning
- **Stakeholder:** So that's what you're when you do that, that's the highest possible occupancy, and then later when you add tables and chairs or do something like that, would they go do you again to get two separate loads?
- **Staff:** No you only need that one load, the SRO covers it. We have a formula, one table for six people, so you can move them around if you need to. Then when Fire goes in they know you have an SRO which docks about 20 chairs, it gives you flexibility to rearrange as you need.
- **Stakeholder:** So then Fire would go back in? This is getting confusing.
- **Staff:** When they're providing the inspection, especially when we're talking about special events.
- **Stakeholder:** I'm talking about a standard music venue...shouldn't they just get two loads from building, the normal, what we used to call the SRO?
- **Staff:** We nailed it down to one and it's a standing room occupancy. And that SRO has a ratio of 6-1. So it gives you the option to rearrange without having to go back to DSD or Fire for another occupancy load card.
- **Staff:** So they give you the full load for SRO and they allow you to add tables and chairs and they give you a formula for how many people reduce off that number based on each chair and each table. So you don't have to ask anyone. You already have the formula, so if you put one table and four chairs in, you do the calculations.
- **Stakeholder:** So the bar is calculating their own capacity number?
- **Staff:** Yes.
- **Stakeholder:** And they don't need a new temporary event load card?
- **Staff:** No.
- **Staff:** So there would be two options here. One is kind of this new SRO load card with the formula, which is tables and chairs, but we know some venues may add more than just tables and chairs. They may add a big stage, some risers, they may add other stuff...That still needs to go under an ACE app, because that load will still be reduced. Because they're adding stuff to where people used to be standing.

- **Staff:** Depends where it's located, depending on the exit passageway
- **Staff:** I think it might be helpful to back up and talk about what we're trying to solve for and what we're explaining while walking through this. It speaks to some recurring issues with venues wanting to make changes to their capacity and finding out really late in the event planning process that their stuck because they can't increase their occupancy load.
- **Staff:** When we started these meetings with Fire and DSD, the issue was, who was going to do what within the City. When stakeholders come to us, who does what. If you are decreasing the load, Fire can do it. If you're asking for an increase, you have to go through DSD in the commercial development review. That's the basis of it.
- **Stakeholders:** That's clear to me, but I'm trying to get it clear to a venue the big difference between an empty venue and one with tables and chairs. You guys are saying they're going to be given one number with the building empty, and then they're calculating their own capacity number that hopefully doesn't conflict with anybody else if they put in tables and chairs.
- **Staff:** That's right. So that SRO load card. We'll come out and say that this is the room, and this room is 300 people SRO. And then they'll have the formulas on there and say a chair is one person. I don't remember the ratio but there's a standard table. Now if you come in with a 24 foot round table, that's not a standard table. What they're defining as a standard table is subjective, but it's typically a 60 inch round. So the venue is responsible for deducting 6 people if they add one table to this empty room. So now instead of 300 people you have 294. That's up to us, when we come out to do the inspections, and we see that load card, we're going to count how many tables and chairs you have out there. And we're going to do the math too. But it's the responsibility of the venue to have that card and to understand how to use that card and make those subtractions.
- **Stakeholder:** So that's very different.
- **Staff:** It is very different. I think there's only a few venues that have that card that have actually gone through the process to get that card. There's other that are going to start that program.
- **Staff:** We started a pilot program to make sure we're doing everything correctly with different venues within the City. It seemed like it worked, so it became the SRO card.
- **Staff:** But one of the understandings is if they come in with drastic changes like a stage, that you would still submit an application and have the review done to get an actual load. But it gives the venue the flexibility of "today I'm going to have my tables and chairs out and tomorrow I'm going to empty this place and I have my standard stage." This plan gives the venue owners the flexibility to do that. And when they make major changes that triggers another review for a temporary load card. And that would typically be a decrease which would be submitting the ACE app, AFD would look at that. Basically,

if you're doing something that takes away from the floor plan, then you're decreasing that load.

○ **Stakeholder:** I'm glad you guys are going with a higher number. So are all the venues, are they being told that there's this new load card?

○ **Stakeholder:** And when is it going into effect? Is everybody going to be in a standard SRO occupancy load?

○ **Staff:** Currently thought, there's a lot of venues that have a load card that has an SRO and a table and chair number on in. And what we're saying is those are static. There's those two options. You can be completely SRO, not a table or chair in there. Or you can have a specific table and chair layout and there are many venues that have that valid today. And what we heard is that's not flexible enough. So this new option provides much more flexibility. But the valid load already in place, many of them already have an SRO and table and chair. They can continue to use that, that's their current valid load. Until they come in and get something different, they're under their current valid load. And as we look into it among staff, the fire department, maybe most of those have that already?

○ **Staff:** Not a lot of them, a lot of them disappeared and went back to the DSD load which is tables and chairs. And so a lot of them are still sitting with their tables and chairs and are willing to go through this process. And that's what we're trying to do today, outline and define that process so y'all know what you need to be communicating to them. We can only educate as much as we can get out to them. And when they ask the question we can tell them, but there's not a good way for us to go out to each venue. And we don't want everyone to go out and change their load cards because not everyone needs to. It does require a formal process of an architectural plan being submitted and DSD being able to review it.

○ **Staff:** I want to clarify something really quickly: you all are pointing this out as an existing option for venues now, is that correct?

○ **Stakeholder:** Or is this the policy going forward?

○ **Staff:** it's already in effect.

○ **Stakeholder:** Is the goal to get it to all SRO loads by next April when the new rules go into effect?

○ **Staff:** That would be ideal but I doubt it's going to happen.

○ **Staff:** So what we want to do is go out to every venue and make sure they know what their load is now, and if that's not sufficient, then we can bring them into this option. But as long as they know what their load is and their happy with that, then they might not need to come in. If they're not satisfied…

○ **Staff:** It is their option.

○ **Stakeholder:** I think most just have a standard with tables and chairs load.

- ○ **Stakeholder:** And that's my question, if you're in an event space…you have four or five layouts you're usually using…it seems like the inspections for this thing is going to be a nightmare.
- ○ **Staff:** it is.
- ○ **Stakeholder:** Yeah, so like. Maybe it's better to make it a defining set of three/four floorplans.
- ○ **Staff:** And that already happens with exhibits and train shows. When they change it, that's when they submit plans. I think the SRO option is probably the better option. We're also requesting the information be posted.
- ○ **Staff:** But this is why we're in a position we're in. A lot of this is on the venues themselves. They've gone around, made changes to their venues. They have done quick turnaround permits, or not even pulled a permit. They've made changes, trying to use old load cards from prior to those changes. They went through a planning review process and did a semi-review. Somebody issued a new occupancy load but they never posted or asked for it. We found a lot of venues in this town that have done exactly that. What load card they have now is invalid. And that's what happened in SX this past year. Several of the venues had a load card that was not valid because they had a permit that they pulled after that load card was issued, they did construction, and they never posted the right load card.
- ○ **Stakeholder:** Yeah, but I think we're talking about the process for SRO stuff. It all comes back to COs and how Fire works together. It's going to kill the night inspectors and all the existing venues have to re-do their stuff.
- ○ **Staff:** it's subjective…

5   **Staff:** I think there's a sense that come April 2019 there's a push to get everybody to change what they have now. What we heard, is that there's confusion about what you can and can't do for some of the reasons we just heard. The goal of walking through this was not to say "ACE is trying to push all venues to go through this process to get their load increased" it's explaining if you want that and want that flexibility and be able to rent your venue out and know you can do certain things in your venue, this is the process to go through. Really, this is about awareness. Erica and Brian have talked about an educational campaign for our venues. So this is one of the things they'll talk about. So that no one is finding these things out at the last second. I just want to be clear this is not part of a push to get everyone to do this. It's saying if you want this flexibility and this option, here's what you need to do. The bottom line is, you're not doing this a month out from a major event. It's a longer process that you have to go through. All of this is to minimize the stress/frustration when venues are getting inspected during a special event. Trying to increase our education and awareness. And just reminding people that if you want to increase the load, not a short term fix. I don't want anyone to walk away from here saying that we're trying to implement a new mandate for having all of these venues go through the process

to increase their load. If they feel like they don't need it they don't have to go through the process.

- ○ **Staff:** That's a good point. In addition we're going to each venue and telling them the load the have on file, matching that with them so they have that understanding, and letting them know they have options. They can keep what they have if that works for them, if they want to do ace apps to bring in stages and buildings, they can. If they want this new option, they have that option. They can keep what they have, special events through an ACE app, go in for a permanent SRO card, or they can do construction and get a permanent increase.
- ○ **Staff:** This is an existing process. It may be new to venues who are unaware, haven't gone through this process. For a lot of venues, this will be new information. But this is an option that already exists, but we recognize that a lot of venues don't already know that. So you guys are trying to be more proactive and making sure that they know that if they need to increase their load.

6 **Staff:** For me what it comes down to, its communication. We're here to help you, whether it's DSD or Fire. If you're planning something, come talk to us. Let us help you come up with the most viable solution for your event and what you're doing. We're here for information and to help. And by coming and talking to us, we can help you.

- ○ **Stakeholder:** I think that was part of the confusion for years, who's issuing load cards, so fire is not issuing load cards at all unless it's a TCOU or something like that, otherwise all other standard load cards are now coming through DSD.
- ○ **Staff:** Yes. Normal occupation because the building official is the one who has to abide by our adopted code. We're going to look at that load card that was issued. If you're having an event, come talk to us.
- ○ **Stakeholder:** Or any standard music venue, there are no more Fire…
- ○ **Staff:** Like Fire said earlier, if you submit an ACE app a year ahead of time, they might not look at it for two months or a month beforehand. If you think you have a unique situation and you submit well in advance, pick up the phone and call us.
- ○ **Staff:** any temporary event or assembly will require a reduction…
- ○ **Stakeholder:** I get that, but the standard music venue. They're now getting their load card from DSD, not the Fire department.
- ○ **Staff:** Correct.
- ○ **Staff:** Provided the AFD cards are still valid and no changes were made, those load cards will remain in place. If changes have been made in the venue and they're still holding onto those load cards, that's where those load cards become invalid.
- ○ **Stakeholder:** The AFD load cards stay that way.
- ○ **Staff:** Unless they come in and made a change without a permit where they should have come in.

7   **Staff:** On the TCOUs, some venues during spring festival may have two or three different clients come in during that. I think you said if they have a different site plan, different application? How are they going to do that?
   - **Staff:** Yes, different TCOU
   - **Staff:** Is there going to be a limit to number of TCOUs they can have during those ten days?
   - **Staff:** Haven't discussed it but based on our amendments its twelve per year per property.
   - **Staff:** So if they have three different ones during those 10 days, they can only have…
   - **Staff:** 9 the rest of the year
   - **Stakeholder:** Where did that come from?
   - **Staff:** It's in our code.
   - **Stakeholder:** That's the local amendments you guys did?
   - **Stakeholder:** Twelve total ACE applications or TCOUs?
   - **Staff:** TCOUs
   - **Staff:** So, that doesn't answer your question. No, we haven't figured out if we're going to require three ACE apps, or can we issue three permits. It'll have to be decided once we figure out how we're going to issue that permit. Because if there's one special event permit issued under that address for that ACE application, I'm still going to need 3 different TCOUs. Because there's 3 different reviews, 3 different inspections…something we need to figure out internally…that does need to get addressed

8   **Stakeholder:** For clarity, still confused about the load card stuff. If the venue has a CO, then it doesn't need a TCOU, correct? Does that venue then go off existing load cards whether it's SRO or they have the two, or is there a temporary event load card given by fire if that venue doesn't have the one singular SRO load card?
   - **Staff:** And they're bringing in a stage.
   - **Stakeholder:** Let's say a venue has a CO, but it doesn't normally have a stage for live music.
   - **Staff:** It's my understanding that my inspectors will do the load cards
   - **Staff:** They will issue a temporary load card via an ACE app but they will not do a TCOU. That's my understanding.
   - **Staff:** In reality, not many venue managers will request a load decrease, but it may be issued upon review.
   - **Staff:** But if they're bringing in a stage, bleachers, anything else, it's worth it
   - **Staff:** so we'll have an expiration date on that.
   - **Stakeholder:** And eventually if that venue gets the singular SRO load card, that will nix the temporary load card
   - **Staff:** So just to restate what he just said, if they're doing a standard table and chair they can get the new SRO load with the deduction of tables and chairs. If they're doing a

creative build that are not table and chair that's always going to be an ACE app and then Fire will issue a temp load.

- ○ **Staff:** Let me try to address that. Say they have a table and chair load, they're taking all the tables and chairs out, bringing in a stage, technically that's a net increase. They need to submit plans to get their SRO card through DSD. That will become their permanent load card. Then they will have standard tables and chairs in there the rest of the year. They will permanently effectively change their load.
- ○ **Staff:** What is your concern about venues doing that?
- ○ **Stakeholder:** It's a pretty big shift in the way it's currently done. Every operating business in town is going to go to DSD and want to change their occupancy load. You're going to have these permanent CO loads that are not what they do all year. You'll have inaccurate numbers for the capacity of all these place. Then they'll come to ACE for decreased loads for their regular stuff. So they'll have a special event application for their normal set up.
- ○ **Stakeholder:** No, because you'll do the math. Fair Market just went through all of this. We have an SRO. We know what our capacity is SRO. That's never advertised to the general public because that's never going to happen. But you can have a restaurant, for example, but they have the equation for tables and chairs and can subtract that accordingly. So you can do that or have a standard tables and chairs capacity that you review with them as well that would be your standard setup. You're not filing an ACE app every time you set it up as a restaurant. But what is confusing is…our venue gets set up a million different ways…While we've solved part of the issue, I think this is going to become a bigger topic of conversation, I love where this is going, but almost every event we have requires a stage. So, pretty much every event we host we still have to have input or a review.
- ○ **Staff:** And do you only get 12 of those a year?
- ○ **Stakeholder:** No because we have a CO, so we'll have a decrease and get a temporary load card but we're not getting an actual change of use to our venue. We are an assembly.
- ○ **Staff:** Fire or DSD?
- ○ **Stakeholder:** You would technically submit and ACE application and it would get reviewed.
- ○ **Staff:** What you're doing right now.
- ○ **Stakeholder:** Right, so if we have a SXSW client book and I tell them this is our capacity SRO and it will decrease that load card from there. They still go through the process of filing the ACE permit, they're just not getting a change of use permit, and they're getting the SE permit with that load card…which is now going to have a fee.
- ○ **Staff:** Convention center has a few specific site plans. It can't cover everything, but for an event venue if you have five site plans, could you then say "these are approved" and…

- o **Stakeholder:** Yes, and I've had all those conversation with AFD…I'm just letting you know, we're not going to be the only venue with this issue. Just like with the SRO and the equation, even if that existed before, I had no idea that existed. I think the next step for these flexible event space, when they go through that process of obtaining that SRO, at that same time, asking them to submit their five most used layouts…they have those standard setups…anything outside of that, ACE process
- o **Staff:** So you try and cover about 75% of your business model, then the rest ACE apps

9 **Stakeholder:** All in a nutshell… Is it just they start off with SRO, work its way down to an ACE application. Truly, it's about SX
- o **Staff:** No
- o **Stakeholder:** I get that…we have to be transparent…because some of them come back and get a fire watch they didn't anticipate…I guess that's where the domino effect comes into place and starts with the load card…starts with the permanent load card.
- o **Staff:**
- o **Stakeholder:** that's what happens…during those 10 days…you're looking at load cards being SROs… but when the establishment rents out their area and they don't know the site map and the plan…that's where they kind of get into trouble.
- o **Staff:** And the inspectors come in and the event planners are like "oh it's this layout with just a photo booth over here…"
- o **Stakeholder:** Exactly.
- o **Stakeholder:** I get it, you guys are inspectors…it sets up huge problems on the ground. The event organizers are going to be like "I used layout number three but we subtracted this…" the inspectors are going to be like what? It's too many people.

10 **Staff:** Am I hearing that the preference is not to let venues know that this is an option that exists?
- o **Stakeholder:** I like having the highest possible number and subtracting from there. I like that starting point, but everything below that could be cause for confusion. For most venues it would be fine because they just have tables and chairs. But for venues like Fair Market it becomes very complicated. But I personally like the highest possible number to work with.
- o **Stakeholder:** Real simple question: it's 5 sqft a person right?
- o **Staff:** SRO is 7 sqft a person. Tables and chairs is 15. That's why you have a registered design professional that does your plans and submits that way, they should be able to do the calculations for you. It's simple math.

11 **Staff:** I'm trying to zero in…how we can address what the concerns are…sounds like the concern is everything else, decreasing your load…it's going to be confusing if people are using different

floor plans or going through the application process. So is the concern having too many options…what are the concerns about that?

- **Stakeholder:** Sounds like a lot more work for the City
- **Staff:** You're going to get an initial rush
- **Staff:** That option has always existed, it's always been in the code.
- **Staff:** We talked about communication being important and maybe this is the place they start out…does that look right to you?
- **Stakeholder:** As far as that goes, speaking specifically to a SX plan. I can now pull from past events and give people an approximate, but I never give them a set number, especially during SXSW. I'll say these are the load cards that have been issued but I always remind them that they'll go through this process and I remind them that their load card could always be higher or lower depending on what they put in the space. So yes, communication is key in that regard…As a venue manager I don't promise SRO anything. Until we have the City weigh in on it, we don't make any promises.
- **Staff:** When you put stages in are they constructed to where they need building inspection?
- **Stakeholder:** It shouldn't because it's almost always less than ten people, being used for a speaker or band.
- **Staff:** I know we're only talking about ten venues but you mentioned the one on Rainy?
- **Stakeholder:** I think you're talking about a blank event space.
- **Staff:** Then my question goes over… There's formula for tables and chairs, is there a formula for the square footage of a stage that does not require inspection? Maybe that can't be answered now, but it sounds like it would help you from having to go back and get another review.
- **Staff:** I think that was looked at when this process was…they talked about when they put in a…went to the most simple they could
- **Staff:** You start constructing a stage that has 120 square feet, we have a load to consider in that. You may only have 9 people on that stage but we have to determine how much the entire stage holds. Based on the square footage of the stage and the occupancy…
- **Staff:** 120 and intended for more than 10. You have to have both…you can have a 300 sqft stage you would be exempted if you only had 8 people

12 **Staff:** Are there any questions not related to load or occupancy changes?
- **Stakeholder:** how about a vacant lot…how are you calculating that?
- **Staff:** When we look at temporary events…not only the available space but usable space…there's a lot of space not usable, not accessible…the amount of…exits for the capacity…if it's SRO…we will calculate a number for…for the most part we look at where the main public…tents…15…food trucks…assembly space.
- **Stakeholder:** So a 12x12 space.
- **Staff:** Yes…something like that.

13 **Stakeholder:** If we have questions who can we email them to?
   - ○ **Staff:** me (Alicia)

VIA EMAIL:

14 **Stakeholder:** When an ACE application is submitted (with a correct event venue/building address), can Bill's team (Leslie and/or Melody) assist by working with DSD to find out whether or not that event address has a valid Certificate of Occupancy? Before preliminary ACE approval is given (within 10 days of the ACE app submission per the SEO)?
   - ○ **Brian Block ACE STAFF:** 1) Explore if it is feasible to make the CO information available in an online web map. (I don't know if this is feasible, but I will take the lead on exploring this option). 2) Explore if we have staffing resources for an adequately trained staff person to manually conduct this review. If we are going to provide this info, we'll want to make sure we have a sustainable process and that we are providing accurate information. (I propose an internal ACE discussion to start exploring this. I'll follow up to get this started)

VIA EMAIL

Stakeholder: Thoughts on the new venue capacity SRO plan. I like the idea of giving venues their maximum number and the ability to work down from there. My concern is the process for obtaining the increased capacity number. When AFD had done this in the past, it was a simple walk thru of the venue after they had emptied out furniture and objects. It sounds like the DSD process will be quite cumbersome and lengthy. This will likely deter many venues from pursuing the increase which defeats the purpose of the plan. It would be preferable if DSD could implement a simpler process similar to AFD if the desire is to gain clarity on venue capacities. On that note, it was helpful to all when AFD would issue standard and SRO numbers on one Load Card. Many venues operate either with or without furniture. Much subjectivity would be decreased if a standard load based on a pre-determined amount of furniture was included on the Load Card. If a venue were to deviate from the set amount of furniture and objects, they could then utilize the capacity formula.