

# **Notification for Special Events Stakeholder Meeting**

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Austin Transportation Department



# Overview

- City of Austin Notice of Proposed Street Closure and Appeals Process
- Notice of Proposed Street Closure and Appeals Process in Other Cities
- Notice of Application for Amplified Sound
- Ideas for Revised Process
- Information
- Questions


# Current Notice of Proposed Street Closure Process

## City of Austin

- Event organizer must issue a Notice of Proposed Closure (NOPC) to all affected persons and neighborhood associations, including:
  - Letter describing event components and alternative traffic routes
  - Event site map
  - Approval and disapproval form
- City creates notification list for affected persons, event organizer mails NOPC **90 days prior** to street event
- No costs incurred by City; event organizer pays all mailing costs

# Current Notice of Proposed Street Closure Approval and Denial Process City of Austin

- Affected persons and neighborhood associations have until the **60<sup>th</sup> day before** the event date to return the approval or disapproval form
- Event may be denied if 20% or more affected persons disapprove *or* one or more neighborhood associations disapprove
- No response is considered approval



**Austin Transportation Department**  
Office of Special Events, 505 Barton Springs Road, Suite 1070  
Austin, TX 78704  
(512) 974-6501 (Events Hotline), (512) 974-7727 (Fax)

**CITY OF AUSTIN NOTICE OF PROPOSED CLOSURE**

The City of Austin requires under section §14-8-14 Notice of Proposed Closure and Signature Requirement, that Neighborhood Associations within 1/4 mile and all property owner, manager or tenant whose property is adjacent to the area sought to be closed must be provided an opposition form, a copy of the map of the closure areas and event promotional literature.

For additional information concerning the actual event at this location please contact the Promoter listed below or visit the City of Austin Special Events website at [www.austintexas.gov/ACE](http://www.austintexas.gov/ACE).

(Promoter or Agent's Contact Name) \_\_\_\_\_ (Phone Number) \_\_\_\_\_

\_\_\_\_\_ is applying for a permit for the following street event:  
(Company Name) \_\_\_\_\_

(Name of Event) \_\_\_\_\_

The event is scheduled for the following dates and times: \_\_\_\_\_

**Property Owner/ Property Manager/ Tenant/ Neighborhood Association**  
Please fill out this section completely as this information is used by the City of Austin to determine whether or not there is opposition to the proposed street event. By checking and signing the box and returning this form to the City of Austin, you are indicating that you, "I disapprove", or "I approve" to the event. Please return the signed form no later than the 60<sup>th</sup> day prior to the start of a night-of-way event date. You must return this form by mail to the attention of The Office of Special Events, 505 Barton Springs Rd., Suite 1070 Austin, Texas 78704 or send an E-mail to [SpecialEvents@austintexas.gov](mailto:SpecialEvents@austintexas.gov) listing all of the pertinent information listed below.

☐ I Approve ☐ I Disapprove

\_\_\_\_\_  
(Print Name and Title) (Signature)

\_\_\_\_\_  
(Print Address) (Phone Number)

☐ Residence  
☐ Business  
(Please Check One) (Name of Business)  
☐ Neighborhood  
Reason for objection or comments: \_\_\_\_\_

6/24/2014 Rev: 02/27/13 BA

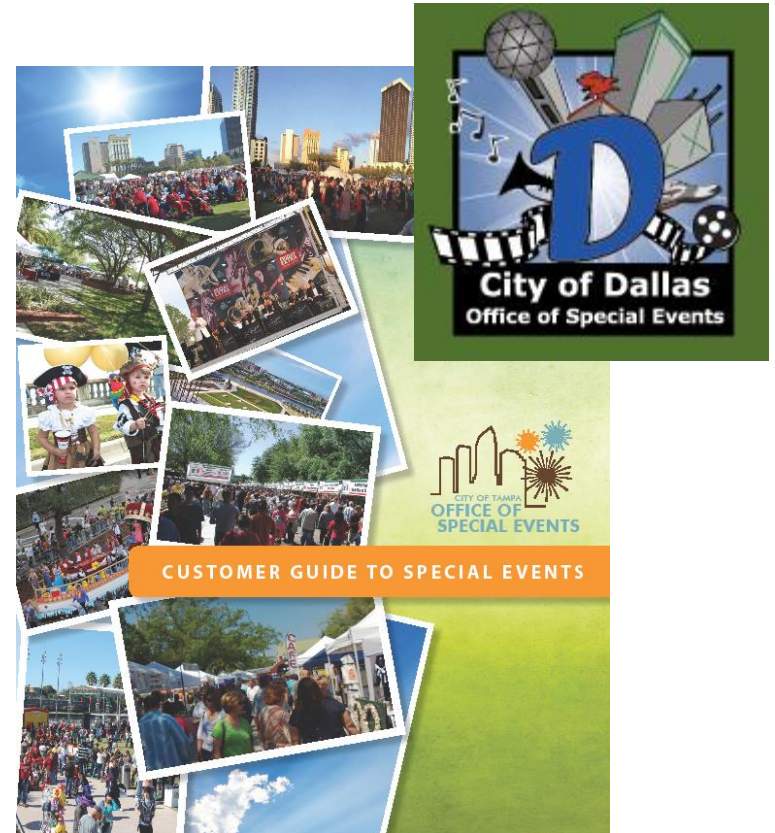
# Current Notice of Proposed Street Closure Appeals Process City of Austin

- If 20% or more of affected persons, or one neighborhood association disapproves of event, then event organizer and affected persons and/or neighborhood associations in disapproval discuss at Urban Transportation Commission meeting
- Urban Transportation Commission provides recommendation for City Council
- City Council determines approval or denial of event



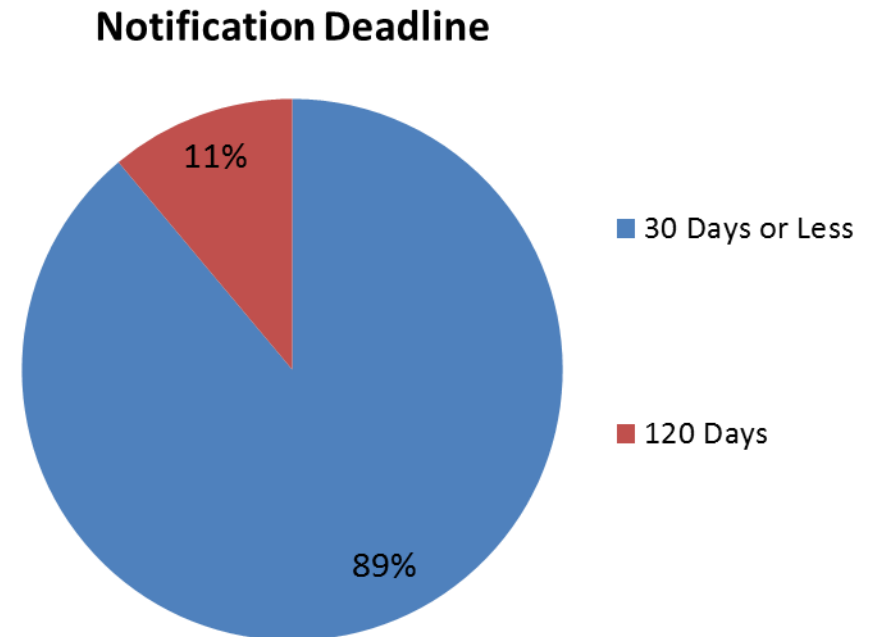
# Notice of Proposed Street Closure Process in Other Cities

- Nine Cities Researched:
  - Dallas, TX
  - San Antonio, TX
  - Fort Worth, TX
  - New Orleans, LA
  - Nashville, TN
  - Portland, OR
  - Tampa, FL
  - Philadelphia, PA
  - Atlanta, GA



# Notice of Proposed Street Closure Process in Other Cities

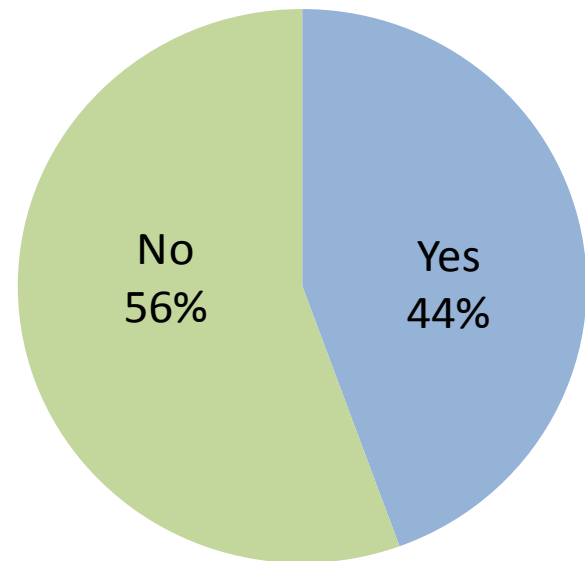
- Deadline
  - Between 5 days – 120 days
- Types of notification
  - Direct mail
  - Email
  - Hand-delivered
  - Website/bulletin board
  - Media advisory
  - Neighborhood meetings
  - Block signatures
  - Door hangers
  - Permanent sign-posts in special event areas
- No incurred costs by City



# Street Closure Appeals Process in Other Cities

- No Process
  - City acts as negotiator between event organizer and affected persons and addresses concerns
- Appeals Process
  - Contingent on event location, type, size/scope

**Appeals Process  
in Researched Cities**





# Notice of Multi-Day Special Event Permit Applications for Outdoor Amplified Sound City of Austin

- City provides a mail notice of Multi-Day Special Event Permit applications no later than the **14<sup>th</sup> day** after application submission to:
  - Residents within 600 feet of the event;
  - Multifamily property owners adjacent to the event; and
  - Neighborhood associations whose declared boundaries are within 600 feet of the event.
- Notification fee of \$302.00 per application

# Outdoor Amplified Sound Appeals Process

## City of Austin

- An appeal must be filed with the accountable official in writing no later than the **14<sup>th</sup> day after** the date the decision of application approval/denial; a period of 14 days is available for the applicant (permit denial) and or interested parties (permit approval) to appeal the decision
- A public hearing on an appeal shall be held at the earliest council meeting, if a valid permit appeal is received within the required 14-day period, it will be placed on the soonest available City Council meeting agenda
- At any time prior to a scheduled appeal hearing, the accountable official may revise a permit to include conditions that are agreed to by the parties
- In deciding an appeal, the City council may uphold, reverse, or modify a decision of the accountable official, including the requirements and conditions of a multi-day sound permit

# Proposed Tiered System in Pending Special Event Ordinance

- Tiers 1 and 2
  - Smaller impact = shorter deadlines
    - Hand walk notices/door hangers
    - Signed petition
    - Signs posted
- Tiers 3 and 4
  - Larger events = bigger impacts

# Approval and Notification Challenges

- Separating the approval process from the notifications
- Align deadline between street closure approval/notifications and amplified sound applications
- Short turn around events
- Commission and Council review increase appeal processes

# Ideas for Revised Process

- Opt-in electronic notification of application review
  - 30 days after application submission for street event closure
  - If amplified sound is within a street closure, *both* notifications will follow the street closure notification process
- Separated approval process from notifications for *Tier 3* and *Tier 4* events
- Incorporating 3-1-1 as a part of the process (before, during and after event)
- Review event input by ACE management for approval or disapproval
- Appeal team of Department Directors
- Postcard notification to affected persons
  - 30 days prior to event

# Information

- Visit the City Stage Website:  
[www.austintexas.gov/CityStage](http://www.austintexas.gov/CityStage)
- Sign up for the [RSS Feed](#)
- Upcoming Event Closures online:  
[“Getting Around Austin”](#)
- Sign up on the Community Registry:  
[www.austintexas.gov/CR](http://www.austintexas.gov/CR)
- Special Events Ordinance:  
[www.austintexas.gov/departments/special-events-ordinance](http://www.austintexas.gov/departments/special-events-ordinance)



# Questions?

If you have additional ideas or need more information, please email

[SpecialEvents@austintexas.gov](mailto:SpecialEvents@austintexas.gov)