

**To the Mayor and Members of the City Council****February 7, 2023**

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**SUBJECT: OFFICE OF OUTDOOR EVENTS PERMITTING PROCESS**

The purpose of this Informal Report is to inform the City Council of the Public Events Department's Office of Outdoor Events process for booking and regulating outdoor events.

Event organizers are required to apply by submitting an Outdoor Events Application and supporting Event documentation to the Office of Outdoor Events within a lead time based on event size and purpose in order to obtain approval, be placed on the city's Event Calendar, attend the Pre-Event Committee Meeting and provide notice to surrounding property owners.

The Outdoor Events Manager facilitates a comprehensive review and approval permitting process with the City's Pre-Event Committee, which includes: Police Department's Special Events Emergency Response Team (SEER), Commanding officers in the affected Districts, Fire Department's Special Events Unit, Office of Emergency Management, TPW, Parks Department as necessary; and we also collaborate with the Trinity Metro Bus Service (FWTA) and other affected stakeholders to address any potential issues before the outdoor event permit is issued.

The Office of Outdoor Events collaborates with multiple agencies and stakeholders, and considers all feedback received during the extensive Event review and permitting process to address all issues raised and to ensure compliance with various regulations, city codes and SOPs.

The Office of Outdoor Events coordinates and collaborates with multiple law enforcement agencies (on-duty and undercover officers) to ensure that we implement the appropriate permit terms & conditions; and deploy the necessary resources and safety measures in the interest of public safety.

Additionally, the Outdoor Events Ordinance has a provision for special circumstances that allows the Public Events Director to approve outdoor Event requests when the Event / application submittal is past the required ordinance deadlines; and Applicants are allowed to submit a Request for Outdoor Events Ordinance Dead-line Exception Form. The Office of Outdoor Events issues an average of 250 permits each year, and over the past 5 years, there have been 12 Requests for Exceptions.

Per the Outdoor Events Ordinance - Events conducted on private property with an anticipated attendance of less than 500 and no street closures are exempt, and an Outdoor Events Permit is not required from the Office of Outdoor Events. However, all Events conducted on private property must follow the current Zoning and C/O of the property; and other city codes will apply such as: Fire Code, Building Code, Health Code, Noise Ordinance; and the Event Holder is also required to provide a Security plan, provide adequate Traffic Control and Parking Plans, and comply with the Texas Alcoholic Beverage Commission (TABC) State regulations.

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Outdoor Event requests requires City Council approval when street closures exceed the three-day time limit for administrative approval as stated in the Traffic Engineering Design Standards and Policy Guidelines. The Policy was designed to keep the City Council informed of major street closures in the City.

The Office of Outdoor Events also disseminates outdoor event and street closure notifications via monthly E-Mail Blasts, which includes City Councilmembers, District Directors, Aids, multiple city departments and a plethora of Stakeholders.

If you have any questions or concerns related to this program, please contact Michael Crum, Director of Public Events, at 817-392-2501.

**David Cooke**  
**City Manager**