

# AGENDA ITEM SUMMARY

City Council



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## STAFF

Jim Byrne, Director of Emergency Management  
Elodie Vigneron, Special Events Specialist  
Ingrid Decker, Legal

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## SUBJECT

**Second Reading of Ordinance No. 083, 2023, Amending Chapter 23.5 of the Code of the City of Fort Collins Regarding Special Events.**

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## EXECUTIVE SUMMARY

This Ordinance, unanimously adopted on First Reading on June 6, 2023, updates the City Code regarding special event permitting so that it aligns with current standards and practices. The majority of the changes are related to administrative tasks, such as fees, timelines, and permitting authorities. The amendment also includes allowing most of those changes to be handled at the administrative level, with City Manager approval, without coming back to City Council for every change.

On Second Reading, some additional minor edits have been made in Section 23.5-7 to improve consistency by adding the missing conjunction “or” at several points in a numbered list.

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## STAFF RECOMMENDATION

Staff recommends approval of the Ordinance on Second Reading.

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## BACKGROUND / DISCUSSION

In 2015 a dedicated special event coordinator position was created to centralize permitting efforts across City departments. In 2018, the first substantial City Code update since 1987 was completed, formalizing the model used today. This model is not just an industry standard, but the City of Fort Collins is recognized as a leader in this area. A robust online permit application tool was developed by the City of Fort Collins and a software company. It is now used by jurisdictions, large and small, across the country.

In 2021, special event permitting was moved to Emergency Preparedness and Security (EPS) in recognition of the overlapping resources and planning efforts used for event permitting, emergency management, and security programming. It is a very unique model. The requested Code amendments are a result of changes made, and lessons learned, since 2018. An example would be an event that was permitted in 2018. Police Services was not paid \$7,000 by a promoter, yet the City Code at that time did not allow the City to keep a \$5,000 deposit paid to Parks for the same event.

The proposed updates to Chapter 23.5 addresses administrative changes since the last Code update in 2018. Changes and updates include:

- A requirement that any past-due amounts owed for previous events; permit fees, balances for services provided, or other related costs, must be paid in full or a new permit application can be restricted or denied, and allows for one deposit for the estimated cost of all services required, instead of multiple deposits across City departments.
- Creating a 30-day deadline from final invoice of services for payment. This lines up with consistent schedules and practices across the City.
- Adding permitting authority for commercial film production through EPS, focusing on public right-of-way and City properties including some reasonable timelines for advance notification.
- Changing the permitting authority for special events to the EPS office and other City staff designated responsible for permit review as coordinated through EPS, including allowing Neighborhood Services to issue permits for block parties.
- Making the Director of EPS, or a designee, responsible for reviewing and issuing event permits.
- Clarifying that permits are issued within five business days after the applicant submits a properly completed application, only if all of the required criteria have been met, including payment of all fees and deposits.
- Expanding language pertaining to what defines grounds for the denial of an application to include things like disruption to the usual activities in the area surrounding the event, not just traffic congestion, or burdening the City's ability to meet its demand for services beyond just emergency services, or failure to provide and adhere to an approved traffic safety plan.
- Permits can also be denied if the event is dependent on City resources or staff that cannot be provided for operational purposes.
- Allowing either EPS or Police Services to revoke a permit, before or during the event, for safety reasons or failure to meet the terms and conditions of the permit.

#### **CITY FINANCIAL IMPACTS**

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Not applicable.

#### **BOARD / COMMISSION / COMMITTEE RECOMMENDATION**

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Not applicable.

#### **PUBLIC OUTREACH**

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Not applicable.

#### **ATTACHMENTS**

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First Reading attachments not included.

1. Ordinance for Consideration