

Neighborhood Approval and/or Notification

The City expects that all special events will adopt a “good neighbor” approach with the residents and businesses adjacent to event locations. Sometimes events can severely impact a neighborhood’s on-street parking, vehicular traffic flow or normal noise level. In these situations, the City may require the event to receive pre-approval from more than 50% of the impacted neighborhood before a special event application will be considered. In other situations where impacts are less severe, the City may only require that an event provide advance notification to the neighborhood. If either is required, the approval and/or notification to the neighborhood should include such details such as the name of the event, the name and number of the Host Organization and/or applicant and the event coordinator (if applicable), the hours of the event and a description of the type of impacts the residents and businesses may experience.

Pre-approval is not required for First Amendment Events as described in the Special Event Planning Guide.

Large-scale special events may be required to provide the following plans:

- Alcohol Management Plan
- Event Security Plan
- Sound Management Plan
- Neighborhood Impact Mitigation Plan

Citizen Complaints

Because Special Events can severely impact neighborhood on-street parking, vehicular traffic flow, or normal noise level, complaints are often received from the public. The permittee is expected to comply in a comprehensive and timely fashion with requests by the City in the event of citizen complaints. If a returning event has a history of public complaints, the City reserves the right to hire event hotline personnel, at the expense of the event organizers, to field and respond to calls from citizens over the course of the event. These personnel will communicate complaints to the City’s Special Events Coordinator, who then will contact the permittee with required actions to resolve or mitigate the complaint.

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