

**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:**  
**Date:** 11/27/2018  
**Meeting Date:** 12/04/2018



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**TITLE:**

**Consideration and Adoption of Ordinance No. 2018-42:** Amending the Flagstaff City Code, Title 8, Public Ways and Property, Chapter 12, Special Events.

**STAFF RECOMMENDED ACTION:**

At the December 4, 2018 Council Meeting:

- 1) Read Ordinance No. 2018-42 by title only for the first time.
- 2) City Clerk reads Ordinance No. 2018-42 by title only (if approved above).

At the December 11, 2018 Council Meeting:

- 3) Read Ordinance No. 2018-42 by title only for the final time.
- 4) City Clerk reads Ordinance No. 2018-42 by title only (if approved above).
- 5) Adopt Ordinance No. 2018-42.

**Executive Summary:**

In an effort to clarify and simplify the special event permit process, staff has amended Chapter 8-12 of the Flagstaff City Code (Special Events) to include all required regulatory language and policy direction, including permitted decibel levels and street closure criteria. Staff presented this approach to Council on October 23, 2018 and received direction to move forward with amending the ordinance.

**Financial Impact:**

This policy recommendation will not create any financial impacts.

**Policy Impact:**

This policy recommendation will not impact any other city policies.

**Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic Plan:**

Team Flagstaff Strategic Plan

Strategic Priority 4: Work in partnership to enhance a safe and livable community

-Promote high quality of life through consistent standards, rules and regulations.

**Has There Been Previous Council Decision on This:**

- August 15, 2017- Council requested a review of the permitted sound levels in city event regulations through the FAIR process.
- August 23, 2018- Sound consultant report and recommendations were discussed with Council. Council recommended lowering the permitted decibel level at special events from 90 dBA, 100 feet from the speaker locations, to 75 dBA, 100 feet from the speaker locations
- October 23, 2018- Council confirmed staff's recommendation to revise the ordinance related to special events.
- November 20, 2018- Council revisited their recommendation for sound level regulations for special events.

### **Options and Alternatives:**

The City Council may choose to approve the recommended changes or to amend this ordinance prior to the ordinance's adoption.

### **Background and History:**

In an effort to clarify and simplify the special event permit process, staff has amended Chapter 8-12 of the Flagstaff City Code (Special Events) to include required regulatory language and policy direction including the following:

- Permitting criteria including street closure criteria
- Grounds for denial of a permit application
- Sound level regulations
- Time and notice of decision for permit approval or denial
- Establishment of an appeal process
- Establishment of a new application packet

### **Community Involvement:**

These changes to the special event ordinance will streamline the event application permitting process and clarify the regulatory requirements. Staff met with event producers on October 17, 2018 and all event producers in attendance were supportive of making these changes to the special event process.

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**Attachments:**     Ord. 2018-42  
                             Presentation