

# Memorandum



CITY OF DALLAS

DATE December 20, 2019

TO Honorable Members of the Quality of Life, Arts & Culture Committee: Carolyn King Arnold (Chair), Jennifer S. Gates (Vice Chair), Tennell Atkins, Omar Narvaez, Chad West

SUBJECT **Office of Special Events Ordinance - Chapter 42A and High Impact Areas Implementation Update**

On December 3, 2019, Convention and Event Services (CES) Office of Special Events (OSE) staff provided the Quality of Life Committee an update regarding the implementation of the newly revised Chapter 42A Office of Special Events permitting ordinance, and a status on High Impact Areas (HIA) trainings, processes/procedures and outcomes to-date. As part of the subsequent discussion, committee members requested additional information outlined below:

1. **HIA Designation Clarification** – HIAs were initially identified based on past permitting experience and Council member identification. HIAs were presented in the December 3, 2019 briefing.
2. **2018 Citywide Stakeholder Survey Results** – Attached as Exhibit A
3. **2019 HIA Survey Results** – Attached as Exhibit B
4. **Survey Respondents by Council District** – Attached as Exhibit C
5. **Specific HIA Regulations for all areas including West Dallas** – Attached as Exhibit D
6. **Specific Insurance Requirements for Special Events** – Attached as Exhibit E
7. **DPD Cost for First Amendment Activities** – CES staff requested this information from DPD and are awaiting a response
8. **Security Cost Clarification for Event Set-Up/Tear Down** – Security requirements at City Hall Plaza are determined by Courts and Detention Services, to ensure installation vendors are complying with the permit and to make sure no damage is done to City assets. The majority of the overnight security for all events in the City is provided by private security hired by the permit holder
9. **Pole Banner Vendor Notification** – Banners that need repair can be reported to OSE via phone, website or 311. The repairs on Royal Lane have been reported to the installer. Regarding the installation of streetlight pole banners in District 4, Exhibit F details the permitting process, as well as a list of potential vendors

In addition to the attachments and clarifications outlined above, committee members had the following specific requests that are currently being implemented or researched by CES staff and staff will provide a full update by the end of February:

DATE: December 20, 2019

SUBJECT: Office of Special Events Ordinance- Chapter 42A and High Impact Areas Implementation Update

1. Researching the viability of requiring notifications to be distributed in both English and Spanish
2. Developing an HIA Community Advisory Committee (CAC) structure and procedures
3. Distributing an annual survey to ordinance end-users
4. Working with the Office of Environmental Quality to explore the viability of requiring recycling for events
5. Implementing permit requirements to limit loading/unloading vehicles on and around the Margaret Hunt Bridge
6. Creating a process whereby the HIA Committee will review the HIA designations annually based on survey results, CAC feedback, City Council input and overall recent event experience

If you have additional questions, or require further information, please contact me or Rosa Fleming, Director of CES.



Joey Zapata  
Assistant City Manager

#### Attachments

T.C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
Michael Mendoza, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Alequresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors



CITY OF DALLAS  
**OFFICE OF  
SPECIAL EVENTS**

Exhibit A  
Special Events  
Stakeholder  
Survey Data –  
2018

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# Public Input Survey Summary

- OSE administered surveys using Survey Monkey to the following groups (Summer 2018):
  - Citizens
  - Event Organizers
  - Key Stakeholders (e.g. HOAs)
  - City Departments involved with Special Event permitting
- Received 949 total respondents to surveys

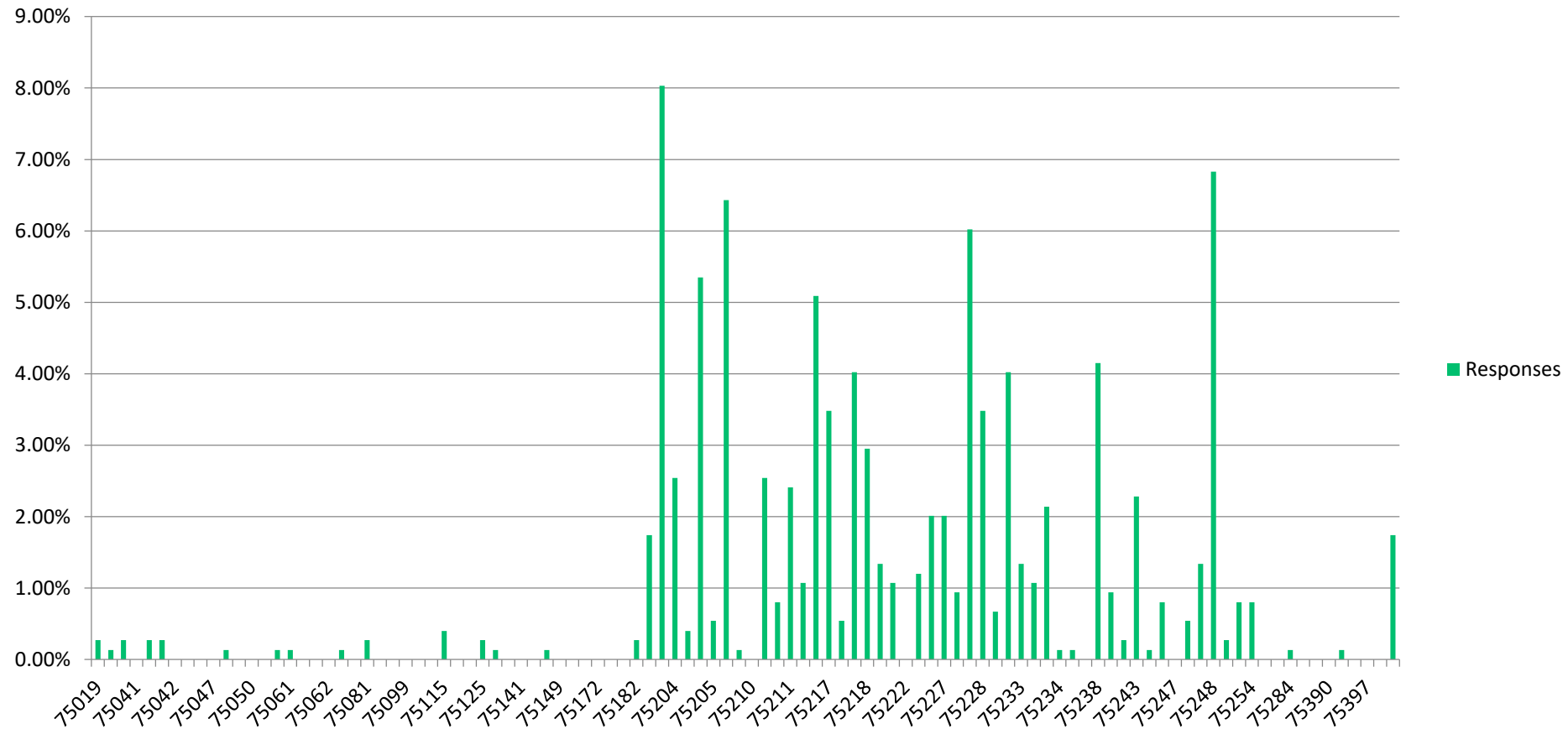


# Overview

- Additional Partner Input: OSE conducted surveys, roundtable meetings, and strategic planning sessions with:
- City Departments:
  - Dallas Police Department (DPD)
  - Dallas Fire-Rescue (DFR)
  - Sustainable Development and Construction
  - Office of Economic Development (Dallas Film Commission)
  - Dallas Park and Recreation Department (DPARD)
  - Sanitation Services
  - Transportation
  - Strategic Customer Services
- Partner Agencies
  - DART
  - TxDOT
  - Dallas Arts District
  - DDI

# Public Input Data Question 1

What is your zip code?



# Public Input Data Question 1

What is your zip code?

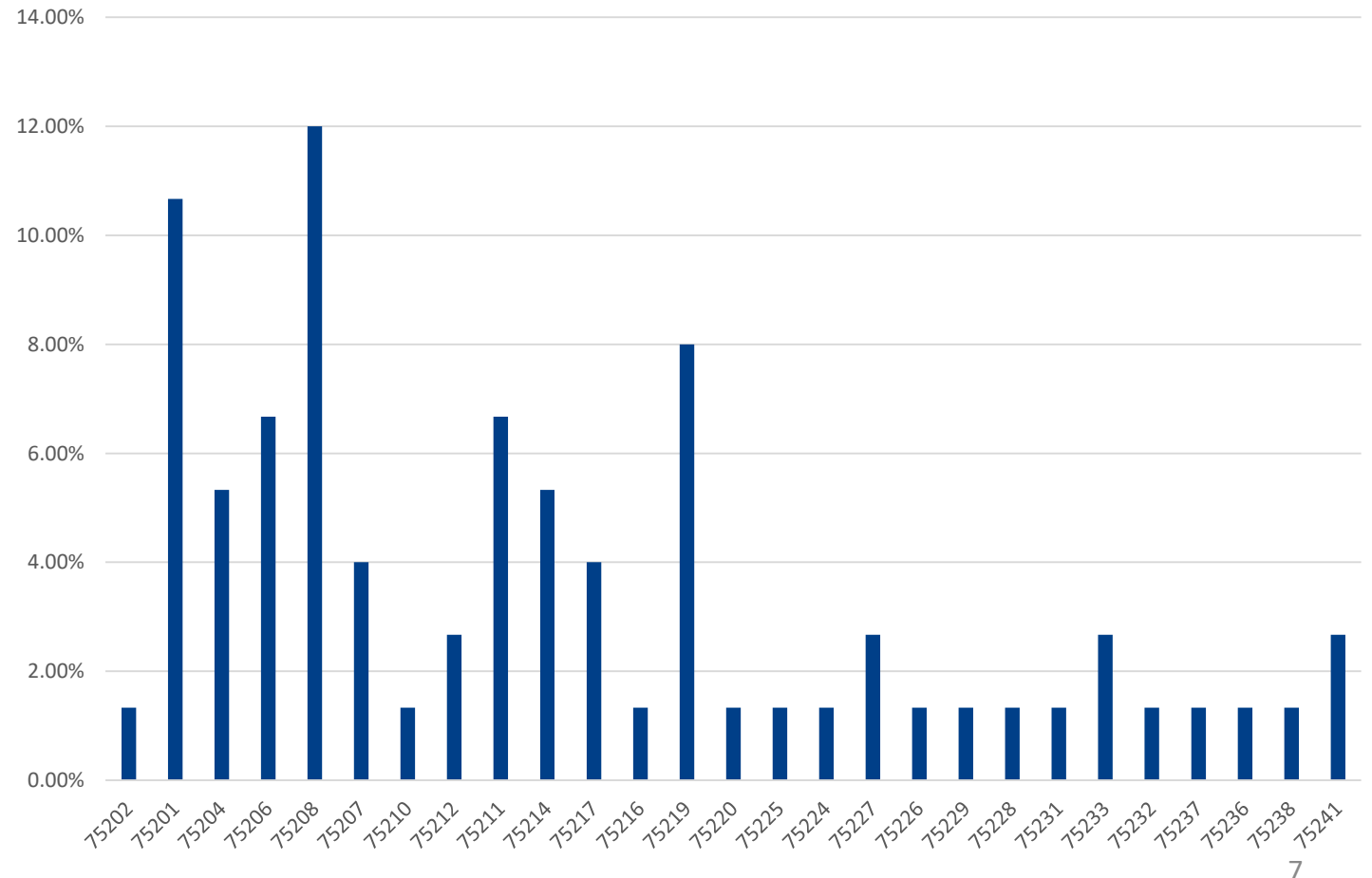
Top zip codes of respondents			
Zip Code	Percent of Respondents	N	Associated Council District(s)
75201	8.03%	60	2, 14
75248	6.83%	51	11, 12
75208	6.43%	48	1, 6
75229	6.02%	45	6, 13
75206	5.35%	40	2, 14
75214	5.09%	38	2, 9, 14
75238	4.15%	31	9, 10
75219	4.02%	30	2, 14
75230	4.02%	30	11, 13
75217	3.48%	26	5, 7, 8
75228	3.48%	26	7, 9
75218	2.95%	22	9
75204	2.54%	19	2, 14
75209	2.54%	19	2, 13
75211	2.41%	18	1, 3, 6
75243	2.28%	17	10, 11
75235	2.14%	16	2
75224	2.01%	15	1, 4
75227	2.01%	15	5, 7

Zip Code	Percent of Respondents	N	Associated Council District(s)
75202	1.74%	13	2, 14
75220	1.34%	10	2, 6, 13
75233	1.34%	10	3
75249	1.34%	10	3
75225	1.20%	9	13
75215	1.07%	8	2, 7
75223	1.07%	8	2, 7, 14
75232	1.07%	8	4, 8
75226	0.94%	7	2, 7
75241	0.94%	7	4, 8
75212	0.80%	6	6
75244	0.80%	6	13
75253	0.80%	6	8
75254	0.80%	6	11
75231	0.67%	5	9, 10, 13
75205	0.54%	4	14
75216	0.54%	4	4, 7, 8
75246	0.54%	4	2, 14
75203	0.40%	3	1, 4
75240	0.27%	2	11, 13
75251	0.27%	2	11
75207	0.13%	1	1, 2, 6
75234	0.13%	1	6
75237	0.13%	1	3, 8
75242	0.13%	1	14



# Identified Key Stakeholders Question 1

## What is your zip code?



# Identified Key Stakeholders Question 1

## What is your zip code?

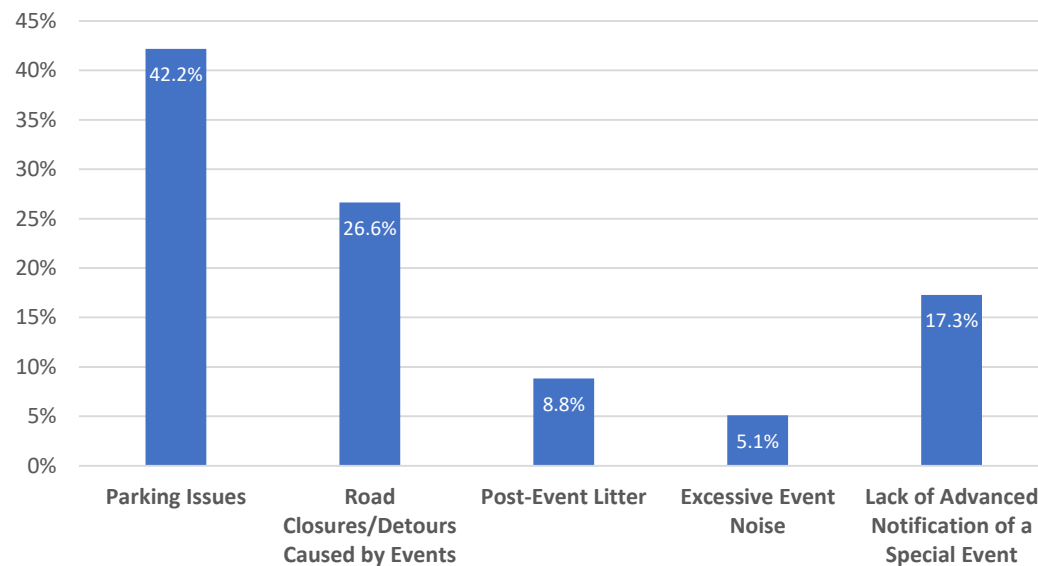
What is your zip code		
Answer Choices	Responses	
75202	1.33%	1
75201	10.67%	8
75204	5.33%	4
75206	6.67%	5
75208	12.00%	9
75207	4.00%	3
75210	1.33%	1
75212	2.67%	2
75211	6.67%	5
75214	5.33%	4
75217	4.00%	3
75216	1.33%	1
75219	8.00%	6
75220	1.33%	1

What is your zip code		
Answer Choices	Responses	
75225	1.33%	1
75224	1.33%	1
75227	2.67%	2
75226	1.33%	1
75229	1.33%	1
75228	1.33%	1
75231	1.33%	1
75233	2.67%	2
75232	1.33%	1
75237	1.33%	1
75236	1.33%	1
75238	1.33%	1
75241	2.67%	2
75243	4.00%	3

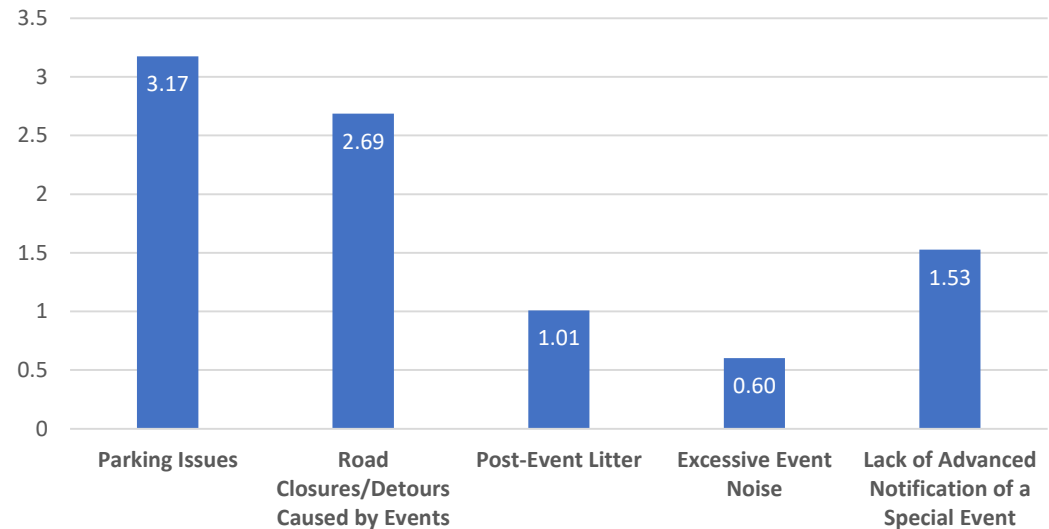
# Summary Data of Impact to the General Public

Please rank the issues below from most challenging (1) to least challenging (5) as a result of special events occurring within the city limits of Dallas.

Public respondents indicating their top issue

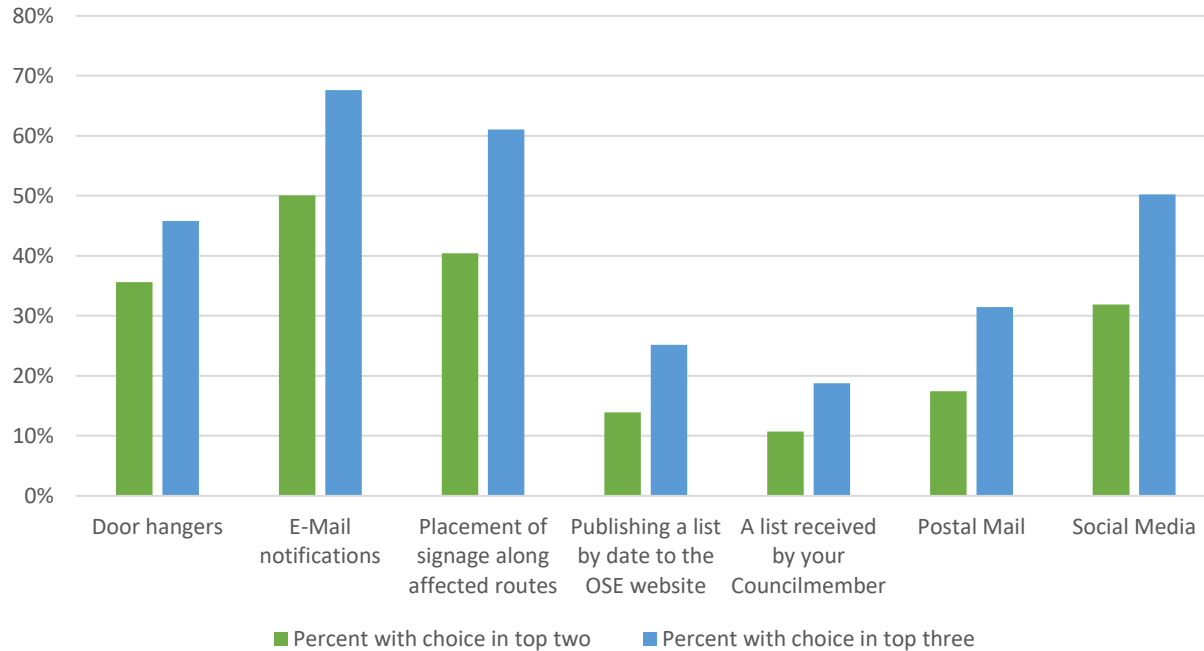


Weighted Average of top two issues  
1 - Least Challenging and 5 - Most Challenging

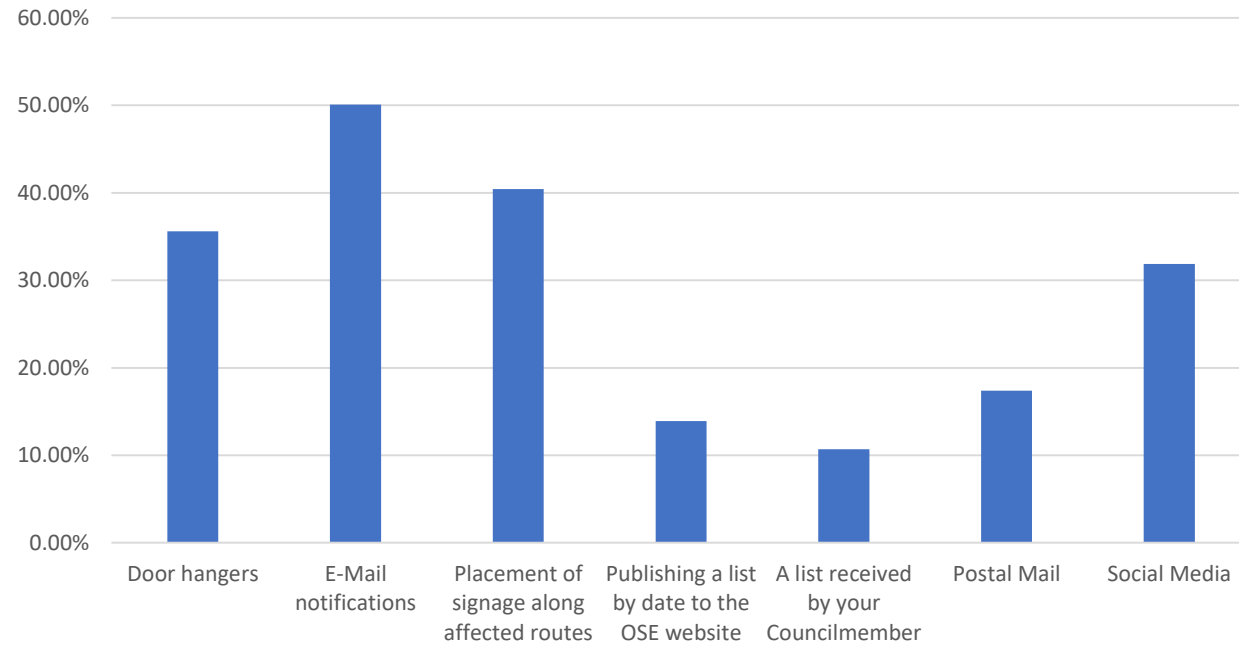


# Summary Data of Communication Methods

Percent of respondents preferred method of communication for special event notifications

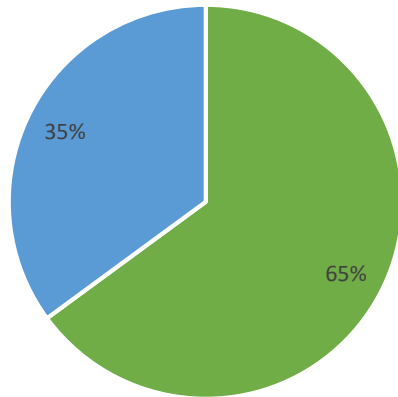


Respondents top two preferred methods of communication for special event notifications



# Summary Data of Moving Event Attendance

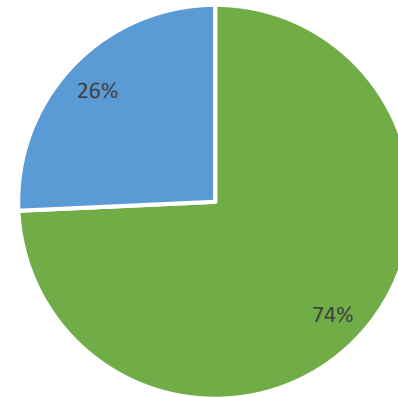
Percent of total respondents who attend moving events



■ Percent that attend moving events ■ Percent that do not attend moving events

N = 747

Percent of respondents who attend events that indicate attending moving events

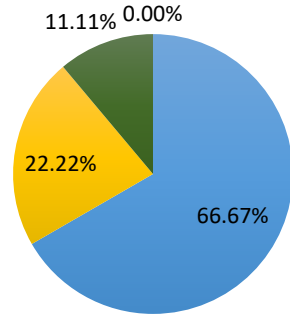


■ Percent that attend moving events ■ Percent that do not attend moving events

N = 653

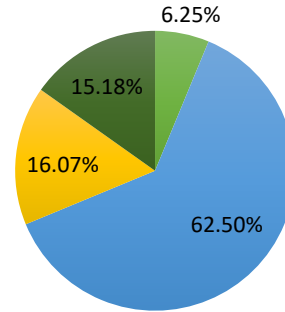
# Attendance Breakdown by Age

Number of events attended by respondents age 18-24



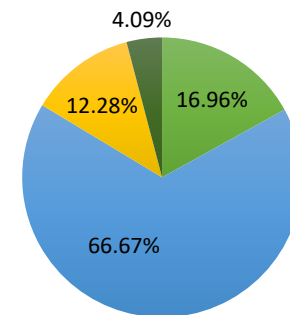
■ None ■ 1-5 Events ■ 5-10 Events ■ 10+ Events

Number of events attended by respondents age 35-44



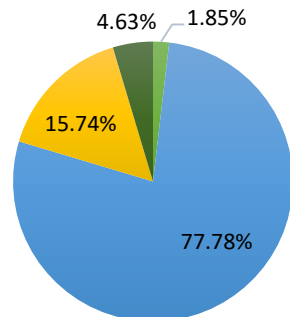
■ None ■ 1-5 Events ■ 5-10 Events ■ 10+ Events

Number of events attended by respondents age 55-64



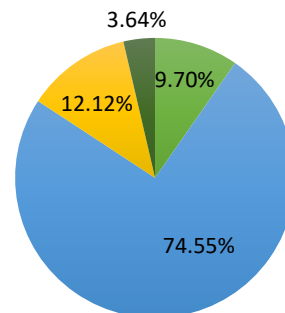
■ None ■ 1-5 Events ■ 5-10 Events ■ 10+ Events

Number of events attended by respondents age 25-34



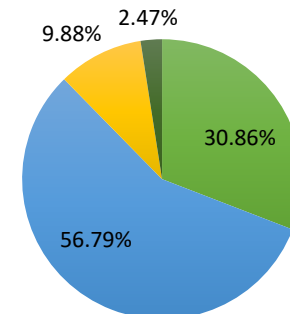
■ None ■ 1-5 Events ■ 5-10 Events ■ 10+ Events

Number of events attended by respondents age 45-54



■ None ■ 1-5 Events ■ 5-10 Events ■ 10+ Events

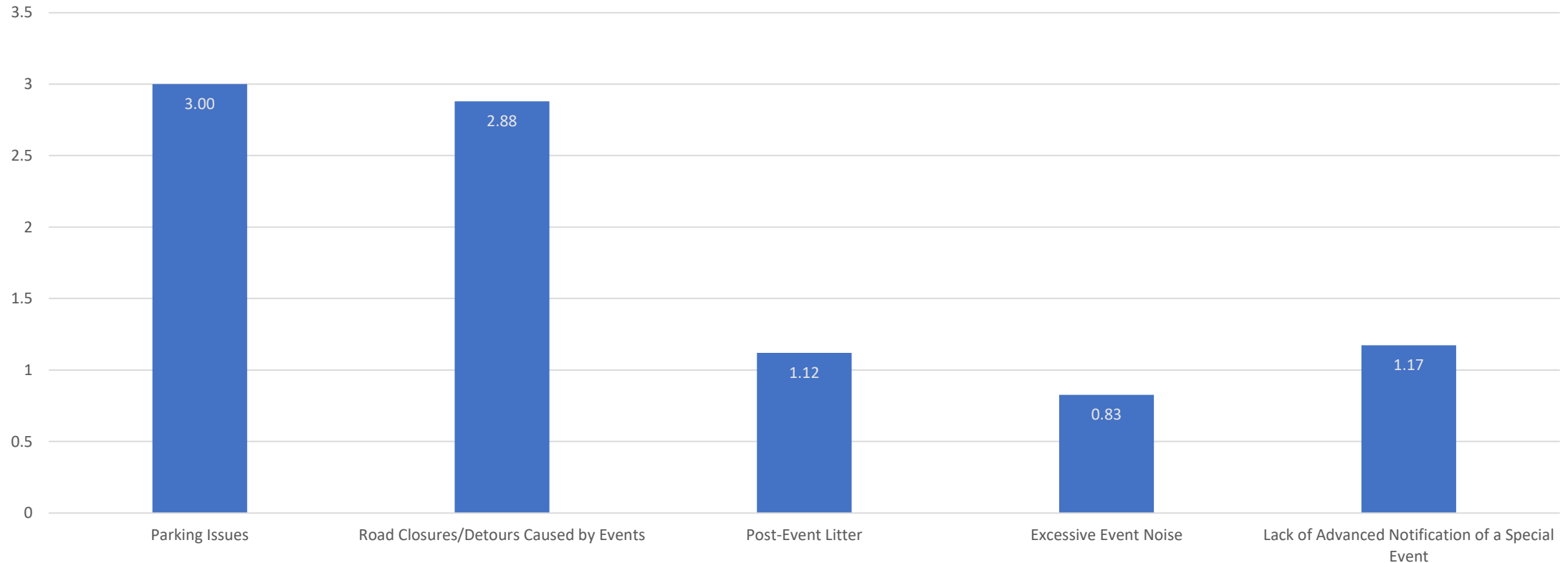
Number of events attended by respondents age 65+



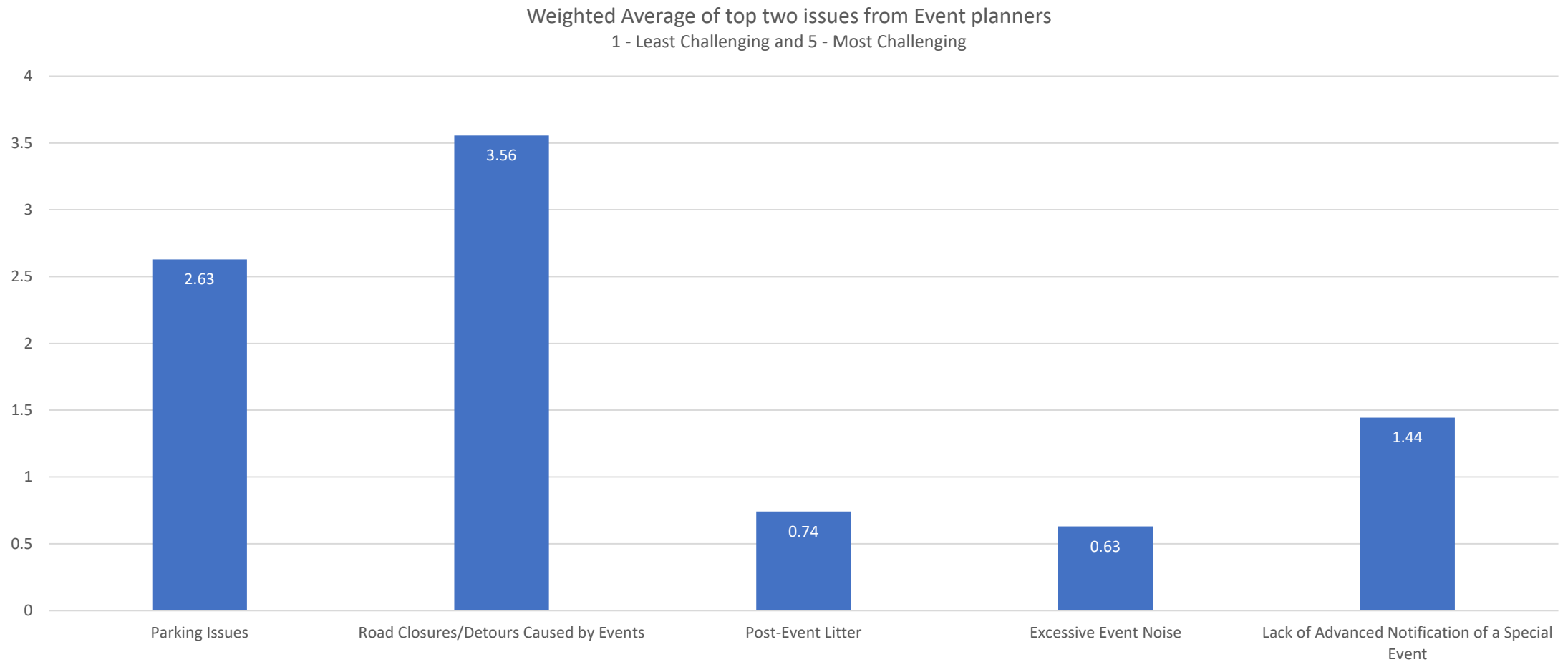
■ None ■ 1-5 Events ■ 5-10 Events ■ 10+ Events

# Weighted Average of Top Issues from Stakeholders

Weighted Average of top two issues from Stakeholders  
1 - Least Challenging and 5 - Most Challenging



# Weighted Average of Top Issues from Event Planners





# Data Identified Challenges

Top 3 challenges identified by survey participants were:

## 1. Parking issues

- Lack of available street parking for residents, excessive times for meter hooding which impacted businesses and patron parking, permitted events with attendance that far exceeds available parking inventory, etc.

## 2. Road closures/detours caused by events

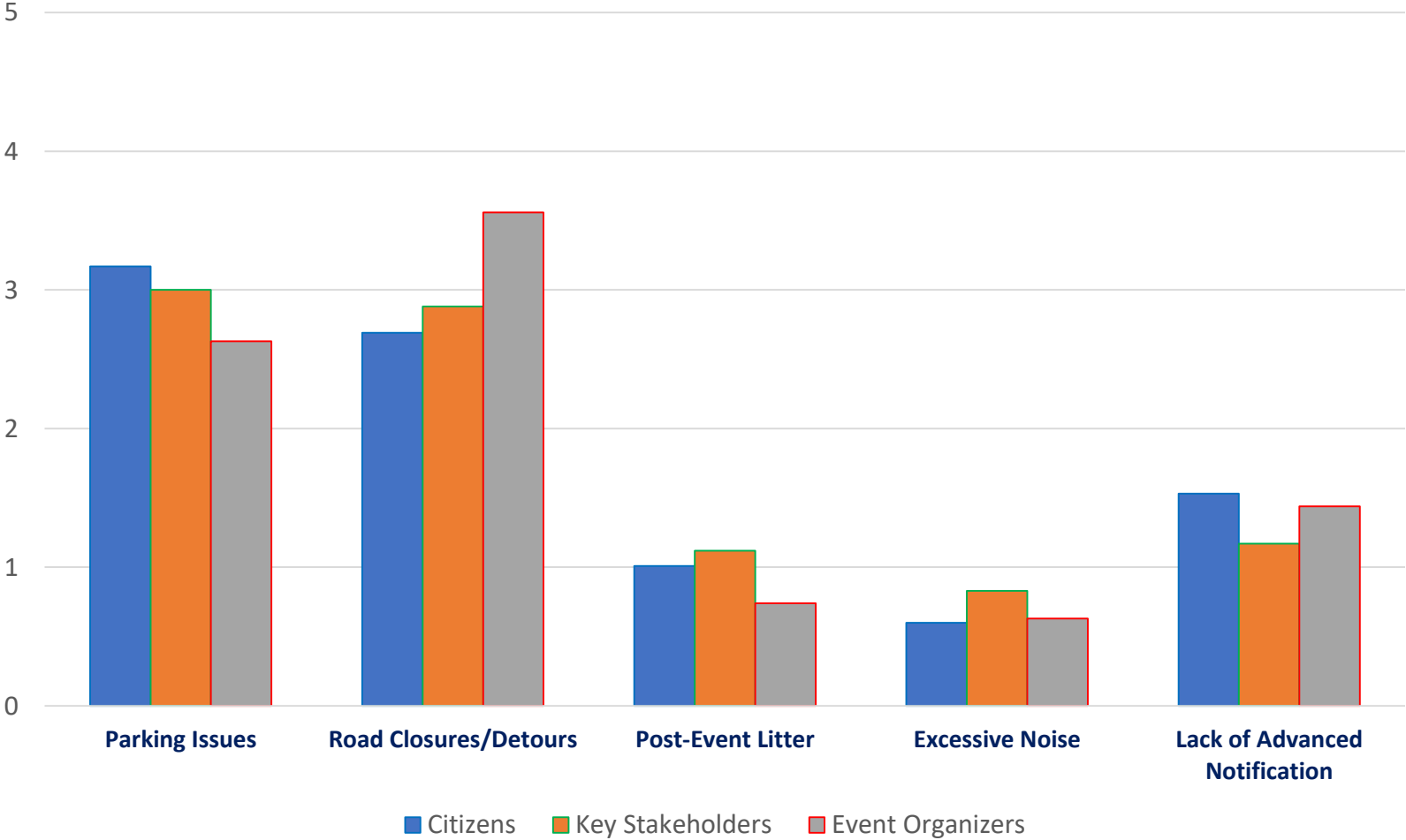
- Illegible and uninformative maps, negative impact on commute caused by street closures, excessive street closures above what is needed, etc.

## 3. Lack of advanced notification

- Current code limited notification requirements to abutting property only, illegible and uninformative maps, no one representing the event to address questions and concerns

# Data Identified Challenges - Combined

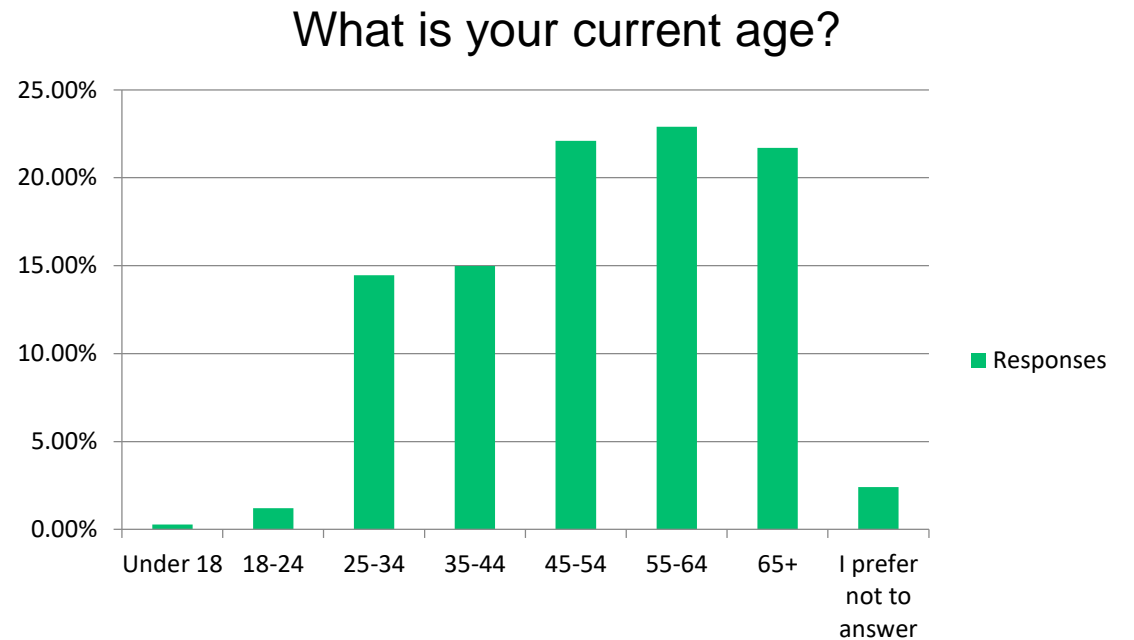
Combined Challenges  
*(1 – Least and 5 – Most Challenging)*



# Public Input Data Question 2

## What is your current age?

Answer Choices	Responses	
Under 18	0.27%	2
18-24	1.20%	9
25-34	14.46%	108
35-44	14.99%	112
45-54	22.09%	165
55-64	22.89%	171
65+	21.69%	162
I prefer not to answer	2.41%	18
	Answered	747
	Skipped	0

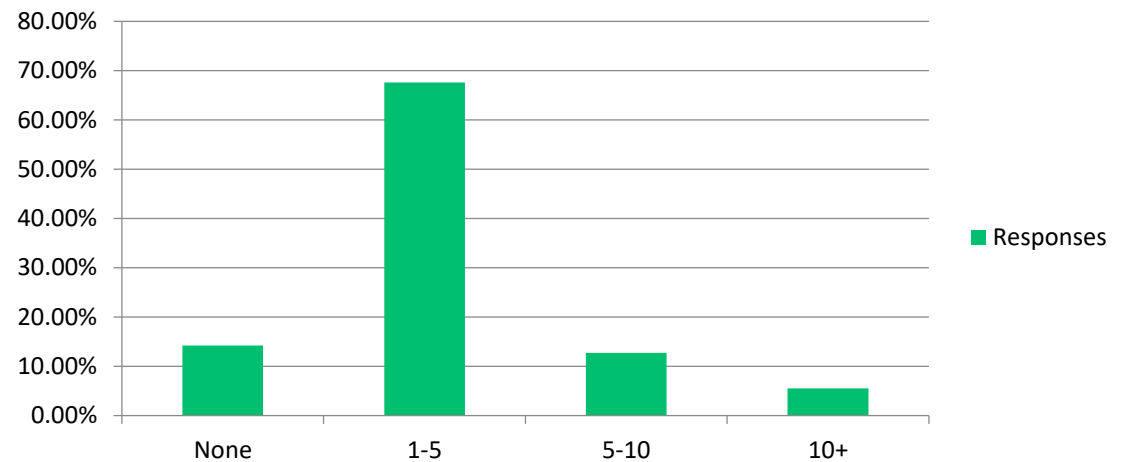


# Public Input Data Question 3

How many special events (marathon, parade, festival, etc.) do you attend annually within the city of Dallas?

Answer Choices	Responses	
None	14.19%	106
1-5	67.60%	505
5-10	12.72%	95
10+	5.49%	41
	Answered	747
	Skipped	0

How many special events (marathon, parade, festival, etc.) do you attend annually within the city of Dallas?

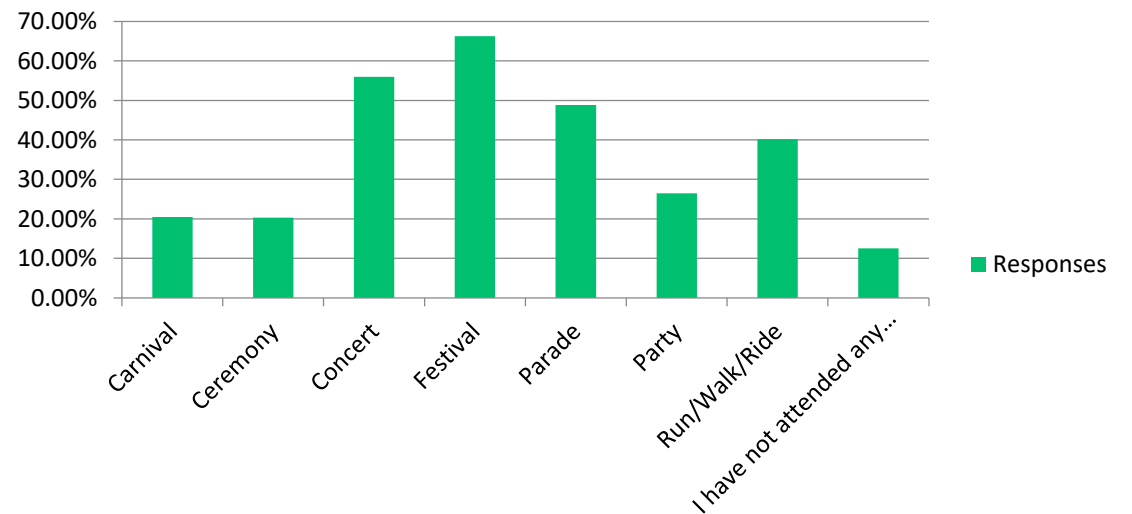


# Public Input Data Question 4

If you do attend special events, what type(s) of special events do you attend?

Answer Choices	Responses	
Carnival	20.48%	153
Ceremony	20.35%	152
Concert	55.96%	418
Festival	66.27%	495
Parade	48.86%	365
Party	26.51%	198
Run/Walk/Ride	40.16%	300
I have not attended any special events	12.58%	94
	Answered	747
	Skipped	0

If you do attend special events, what type(s) of special events do you attend?

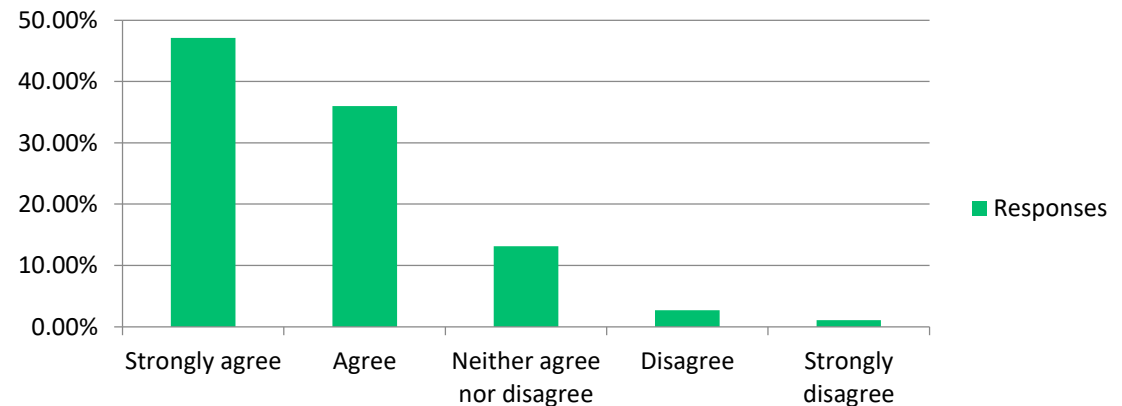


# Public Input Data Question 5

Please select the appropriate response to the following statement:  
Special Events benefit the Dallas economy and Dallas residents.

Answer Choices	Responses	
Strongly agree	47.12%	352
Agree	36.01%	269
Neither agree nor disagree	13.12%	98
Disagree	2.68%	20
Strongly disagree	1.07%	8
	Answered	747
	Skipped	0

Please select the appropriate response to the following statement: Special Events benefit the Dallas economy and Dallas residents.

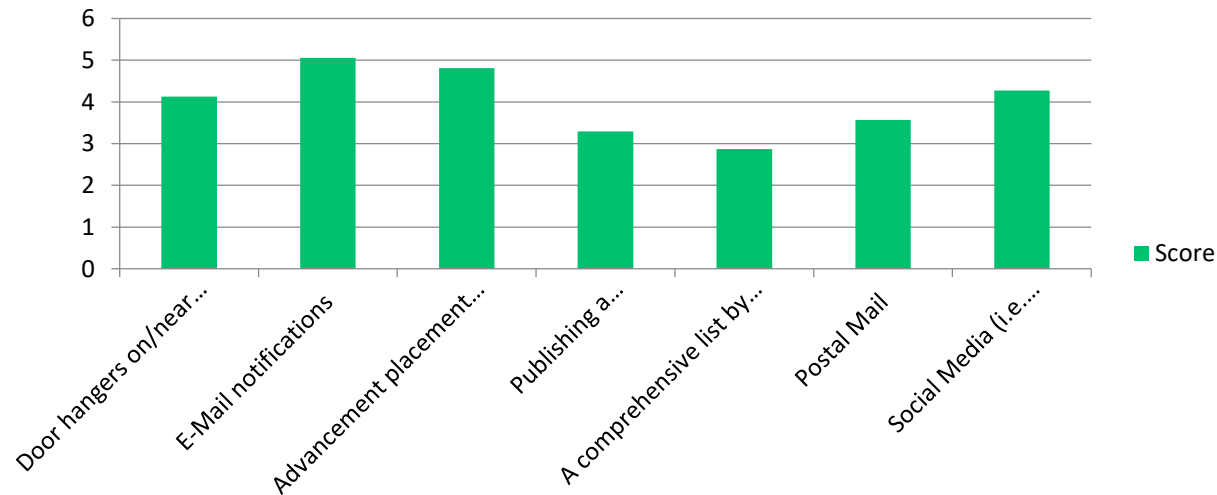


# Public Input Data Question 6

Please rank the following communication methods for event related notifications, such as road closures, detours, and/or traffic impacts from your most preferred (1) to least preferred (7) method.

	1		2		3		4		5		6		7		Total	Score
Door hangers on/near affected addresses	20.48%	153	15.13%	113	10.17%	76	13.65%	102	10.71%	80	11.65%	87	18.21%	136	747	4.13
E-Mail notifications	29.72%	222	20.35%	152	17.54%	131	9.91%	74	10.31%	77	5.35%	40	6.83%	51	747	5.06
Advancement placement of electronic message signage along affected routes	19.28%	144	21.15%	158	20.62%	154	16.73%	125	10.17%	76	6.56%	49	5.49%	41	747	4.81
Publishing a comprehensive list by date to the Office of Special Event's website (dallasspecialevents.com)	4.28%	32	9.64%	72	11.24%	84	18.07%	135	15.80%	118	24.50%	183	16.47%	123	747	3.29
A comprehensive list by date received by your Councilmember	4.95%	37	5.76%	43	8.03%	60	11.38%	85	19.01%	142	24.50%	183	26.37%	197	747	2.87
Postal Mail	7.76%	58	9.64%	72	14.06%	105	15.80%	118	20.88%	156	16.47%	123	15.39%	115	747	3.57
Social Media (i.e. Facebook Group, Nextdoor, Twitter, etc.)	13.52%	101	18.34%	137	18.34%	137	14.46%	108	13.12%	98	10.98%	82	11.24%	84	747	4.27
															Answered	747
															Skipped	0

Please rank the following communication methods for event related notifications, such as road closures, detours, and/or traffic impacts from your most preferred (1) to least preferred (7) method.

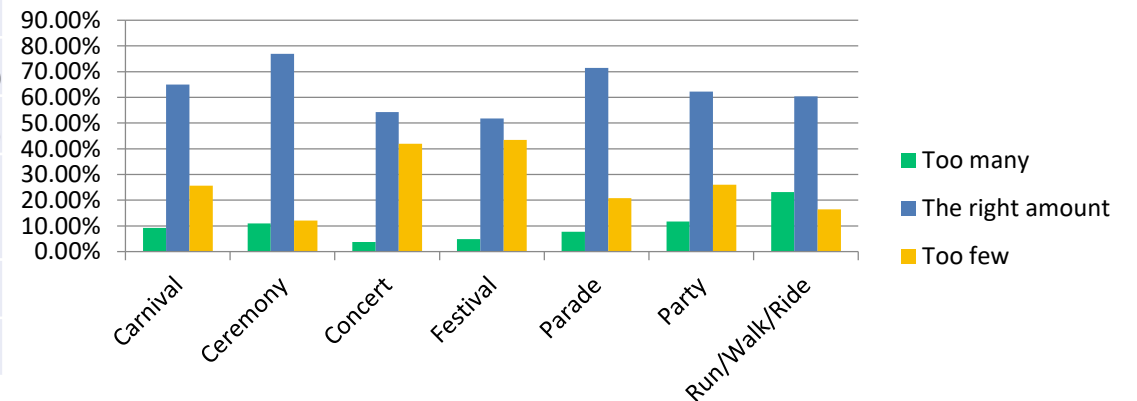


# Public Input Data Question 7

Thinking about special events, do you feel there are too many, too few, or about the right number of these specific special events held annually in Dallas?

	Too many		The right amount		Too few		Total
Carnival	9.27%	66	65.03%	463	25.70%	183	712
Ceremony	10.97%	78	76.93%	547	12.10%	86	711
Concert	3.74%	27	54.29%	392	41.97%	303	722
Festival	4.84%	35	51.73%	374	43.43%	314	723
Parade	7.78%	56	71.39%	514	20.83%	150	720
Party	11.71%	83	62.20%	441	26.09%	185	709
Run/Walk/Ride	23.17%	168	60.41%	438	16.41%	119	725
						Answered	735
						Skipped	12

Thinking about special events, do you feel there are too many, too few, or about the right number of these specific special events held annually in Dallas?



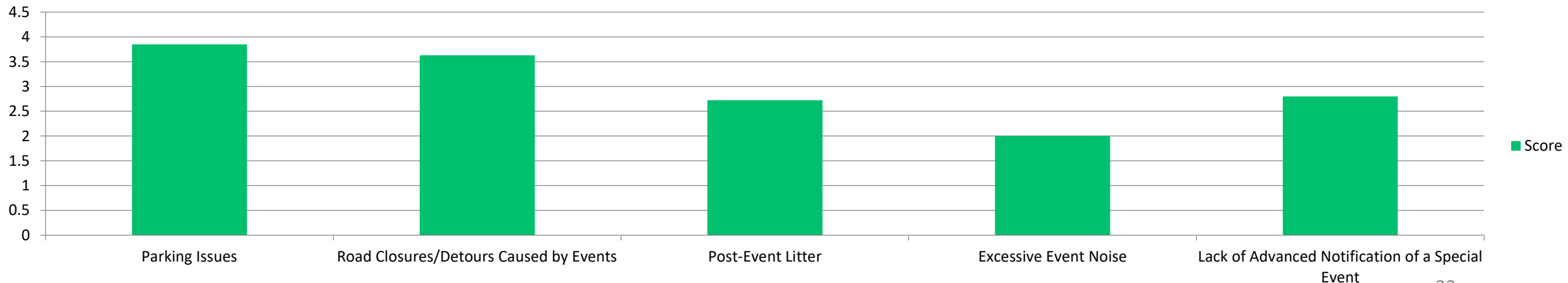


# Public Input Data Question 8

Please rank the issues below from most challenging (1) to least challenging (5) as a result of special events occurring within the city limits of Dallas.

	1		2		3		4		5		Total	Score
Parking Issues	42.17%	315	26.64%	199	14.32%	107	7.90%	59	8.97%	67	747	3.85
Road Closures/Detours Caused by Events	26.64%	199	33.87%	253	20.62%	154	13.52%	101	5.35%	40	747	3.63
Post-Event Litter	8.84%	66	14.19%	106	31.33%	234	31.33%	234	14.32%	107	747	2.72
Excessive Event Noise	5.09%	38	8.70%	65	11.65%	87	30.39%	227	44.18%	330	747	2
Lack of Advanced Notification of a Special Event	17.27%	129	16.60%	124	22.09%	165	16.87%	126	27.18%	203	747	2.8
											Answered	747
											Skipped	0

Please rank the issues below from most challenging (1) to least challenging(5) as a result of special events occurring within the city limits of Dallas.

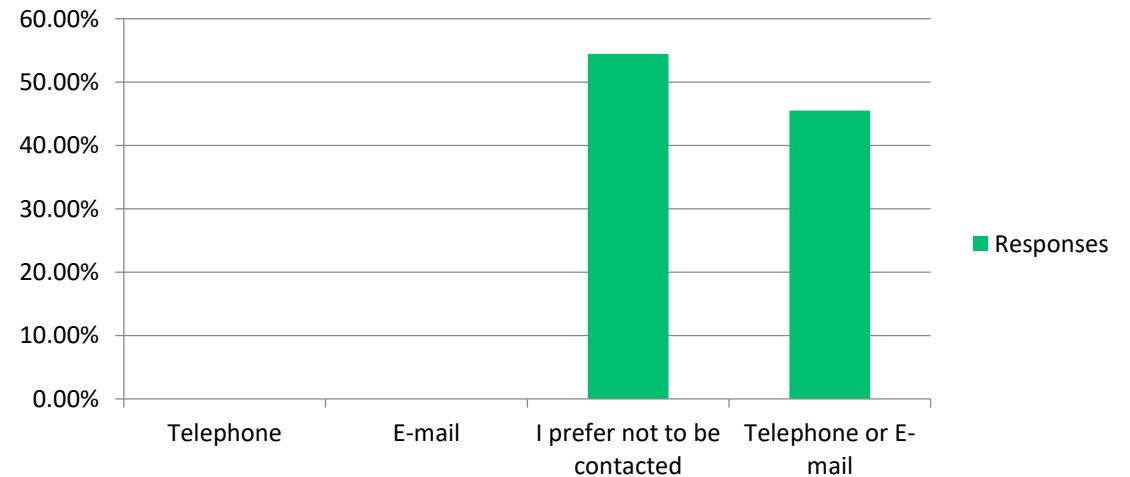


# Public Input Data Question 9

In an effort to continue the City of Dallas' Commitment to Excellence, we may need to contact you for additional information. Please select your preference from the available contact options below:

Answer Choices	Responses	
Telephone	0.00%	0
E-mail	0.00%	0
I prefer not to be contacted	54.48%	407
Telephone or E-mail	45.52%	340
	Answered	747
	Skipped	0

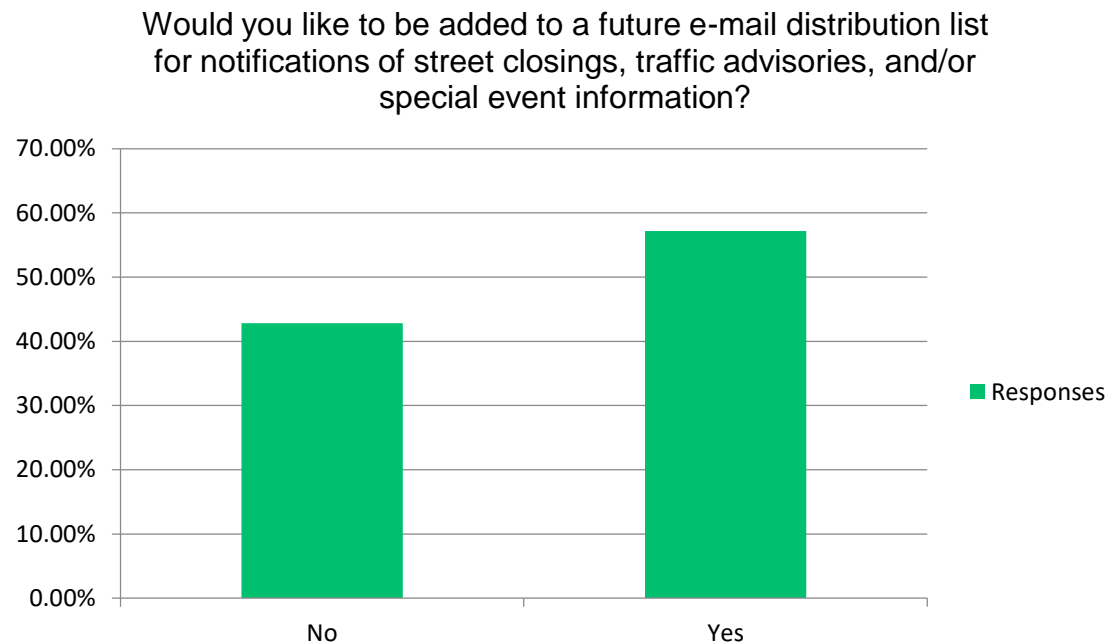
In an effort to continue the City of Dallas' Commitment to Excellence, we may need to contact you for additional information. Please select your preference from the available contact options below:



# Public Input Data Question 10

Would you like to be added to a future e-mail distribution list for notifications of street closings, traffic advisories, and/or special event information?

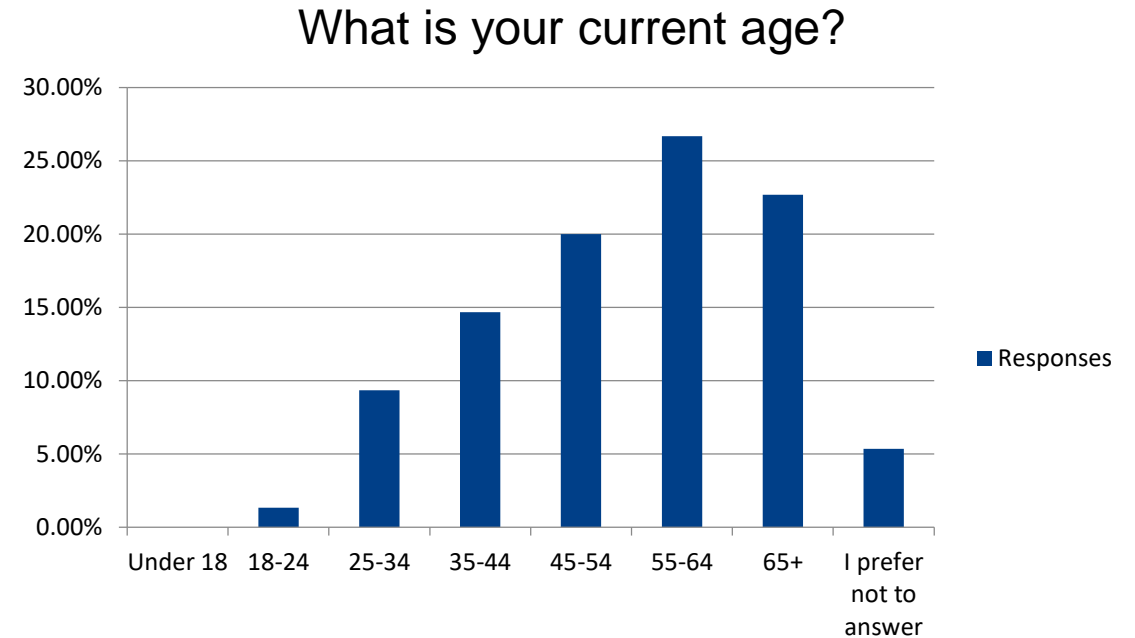
Answer Choices	Responses	
No	42.84%	320
Yes	57.16%	427
	Answered	747
	Skipped	0



# Identified Key Stakeholders Question 2

What is your current age?

Answer Choices	Responses	
Under 18	0.00%	0
18-24	1.33%	1
25-34	9.33%	7
35-44	14.67%	11
45-54	20.00%	15
55-64	26.67%	20
65+	22.67%	17
I prefer not to answer	5.33%	4

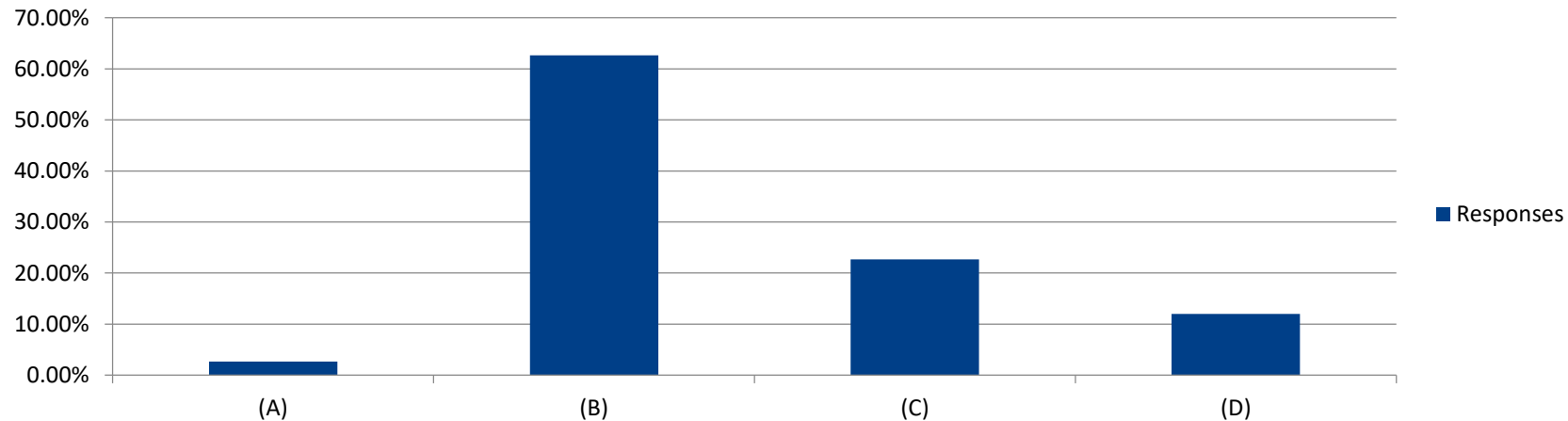


# Identified Key Stakeholders Question 3

How many special events (marathon, parade, festival, etc.) do you attend annually within the city of Dallas?

Answer Choices	Responses	
(A) None	2.67%	2
(B) 1-5	62.67%	47
(C) 5-10	22.67%	17
(D) 10+	12.00%	9

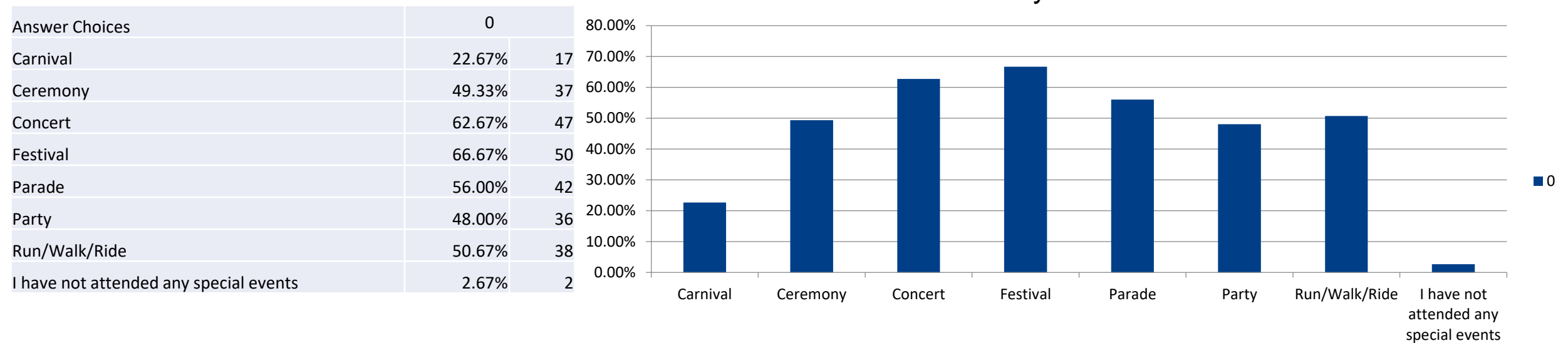
How many special events (marathon, parade, festival, etc.) do you attend annually within the city of Dallas?



# Identified Key Stakeholders Question 4

If you do attend special events, what type(s) of special events do you attend?

If you do attend special events, what type(s) of special events do you attend?

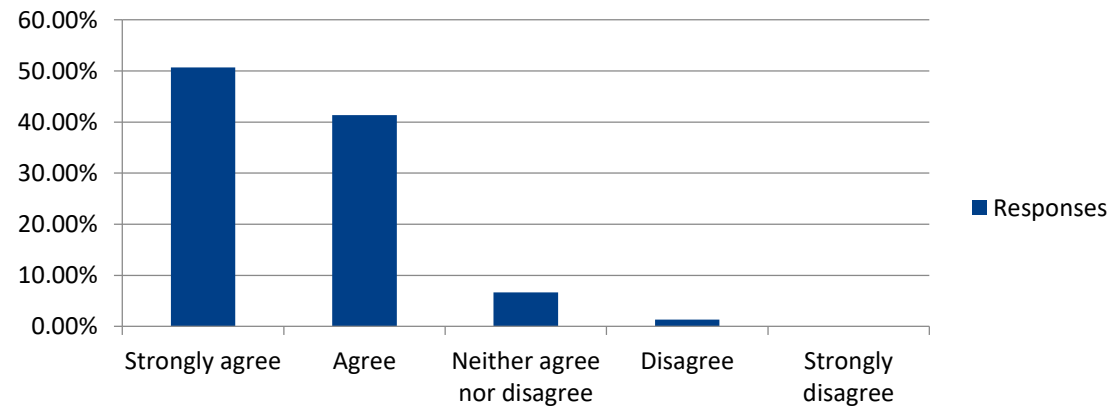


# Identified Key Stakeholders Question 5

Please select the appropriate response to the following statement: Special Events benefit the Dallas economy and Dallas residents.

Answer Choices	Responses	
Strongly agree	50.67%	38
Agree	41.33%	31
Neither agree nor disagree	6.67%	5
Disagree	1.33%	1
Strongly disagree	0.00%	0

Please select the appropriate response to the following statement: Special Events benefit the Dallas economy and Dallas residents.

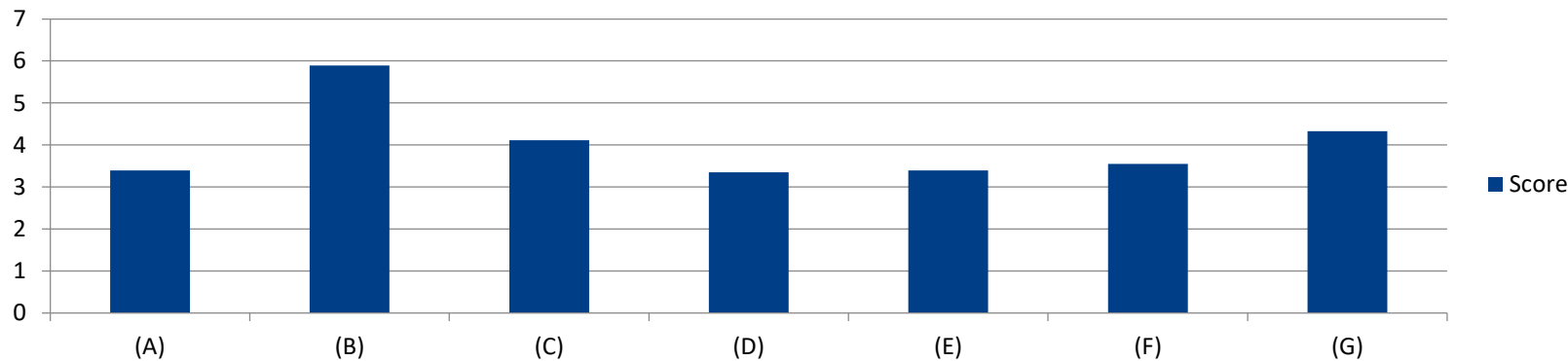


# Identified Key Stakeholders Question 6

How do you prefer to be notified about events? Please rank the following communication methods for event related notifications, such as road closures, detours, and/or traffic impacts from your most preferred (1) to least preferred (7) method.

	1	2	3	4	5	6	7	Total	Score							
(A) Door hangers on/near affected addresses																
(B) E-Mail notifications	13.33%	10	9.33%	7	9.33%	7	5.33%	4	20.00%	15	18.67%	14	24.00%	18	75	3.39
(C) Advancement placement of electronic message signage along affected routes	60.00%	45	6.67%	5	12.00%	9	10.67%	8	6.67%	5	2.67%	2	1.33%	1	75	5.89
(D) Publishing a comprehensive list by date to the Office of Special Event's website (dallaspecialevents.com)	8.00%	6	22.67%	17	14.67%	11	14.67%	11	17.33%	13	12.00%	9	10.67%	8	75	4.11
(E) A comprehensive list by date received by a Councilmember	1.33%	1	10.67%	8	18.67%	14	13.33%	10	18.67%	14	21.33%	16	16.00%	12	75	3.35
(F) Postal Mail	8.00%	6	6.67%	5	10.67%	8	24.00%	18	12.00%	9	18.67%	14	20.00%	15	75	3.39
(G) Social Media (i.e. Facebook Group, Nextdoor, Twitter, etc.)	4.00%	3	12.00%	9	18.67%	14	18.67%	14	10.67%	8	18.67%	14	17.33%	13	75	3.55
	5.33%	4	32.00%	24	16.00%	12	13.33%	10	14.67%	11	8.00%	6	10.67%	8	75	4.33

How do you prefer to be notified about events? Please rank the following communication methods for event related notifications, such as road closures, detours, and/or traffic impacts from your most preferred (1) to least preferred (7) method.

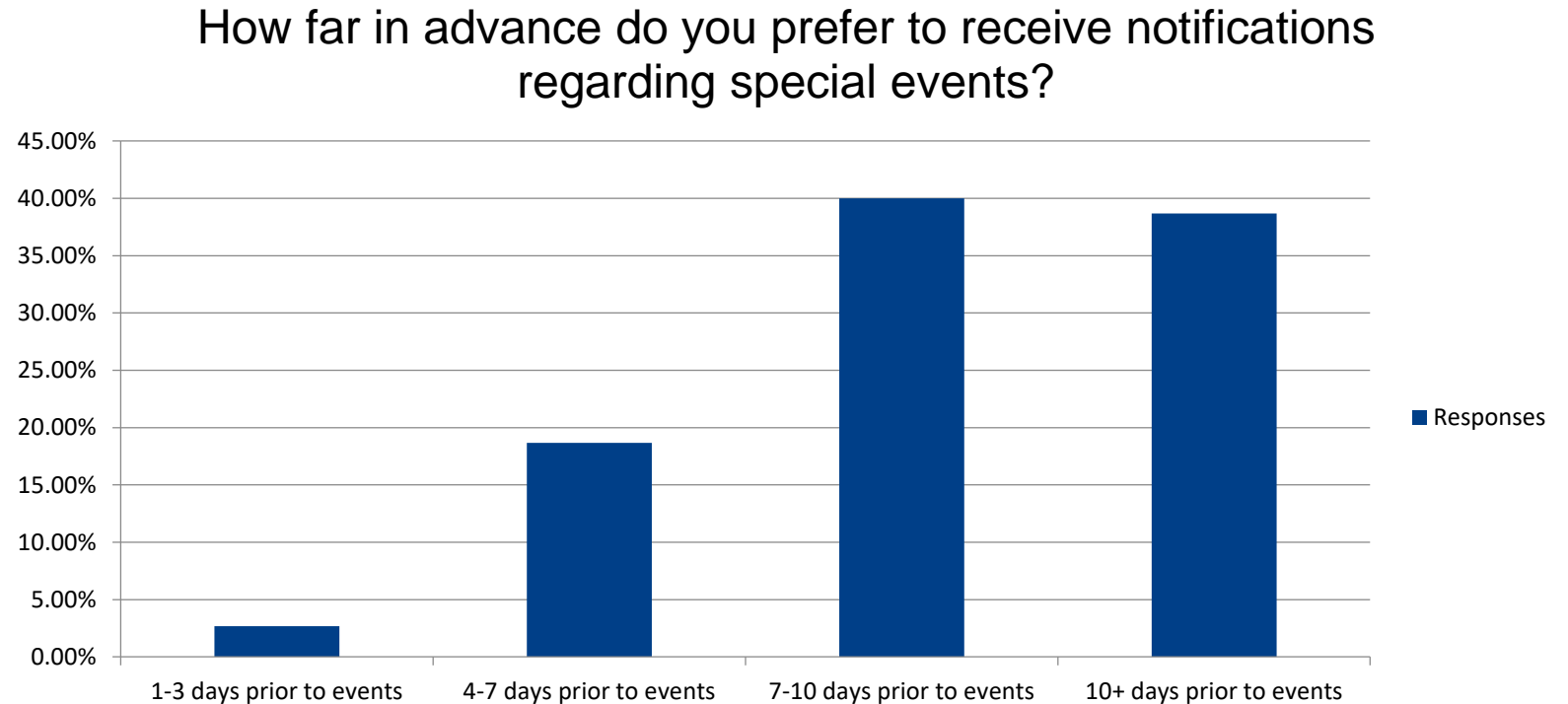




# Identified Key Stakeholders Question 7

How far in advance do you prefer to receive notifications regarding special events?

Answer Choices	Responses	
1-3 days prior to events	2.67%	2
4-7 days prior to events	18.67%	14
7-10 days prior to events	40.00%	30
10+ days prior to events	38.67%	29

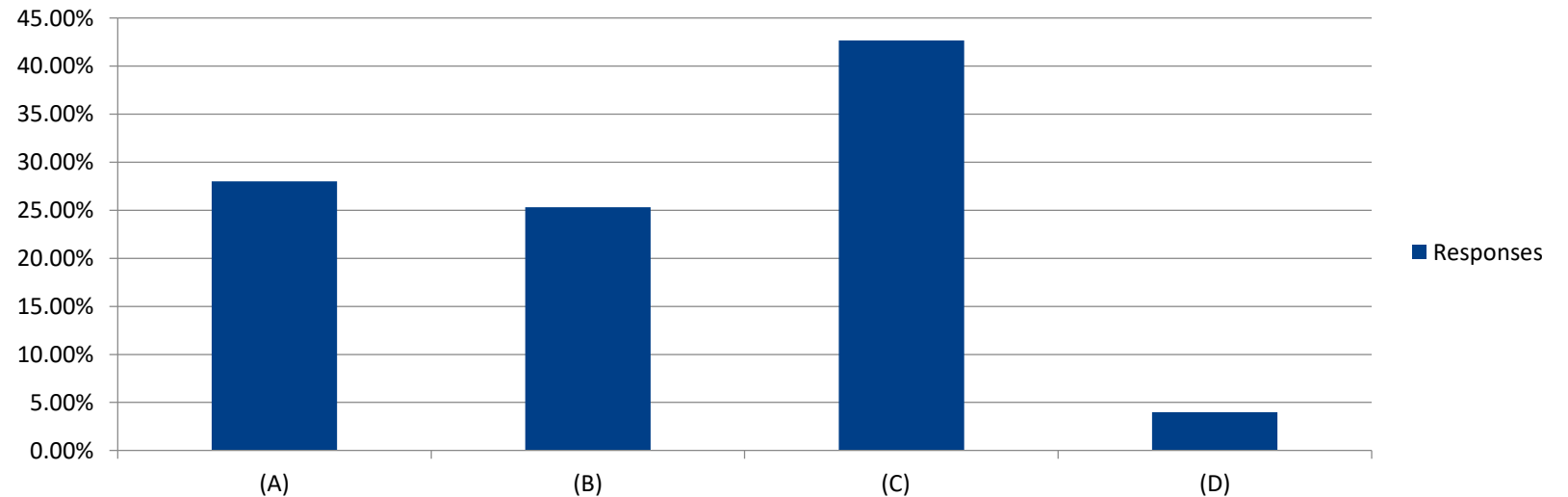


# Identified Key Stakeholders Question 8

Related to the Office of Special Event's website ([www.dallaspecialevents.com](http://www.dallaspecialevents.com)), please select the following statement, which best applies:

Answer Choices		Responses	
(A)	I am aware of and I do review the calendar of events published on OSE's website	28.00%	21
(B)	I am aware of but do not review the calendar of events published on OSE's website	25.33%	19
(C)	I am not aware of but I would review the calendar of events published on OSE's website	42.67%	32
(D)	I am not aware of but I still would not review the calendar of events published on OSE's website	4.00%	3

Related to the Office of Special Event's website ([www.dallaspecialevents.com](http://www.dallaspecialevents.com)), please select the following statement, which best applies:

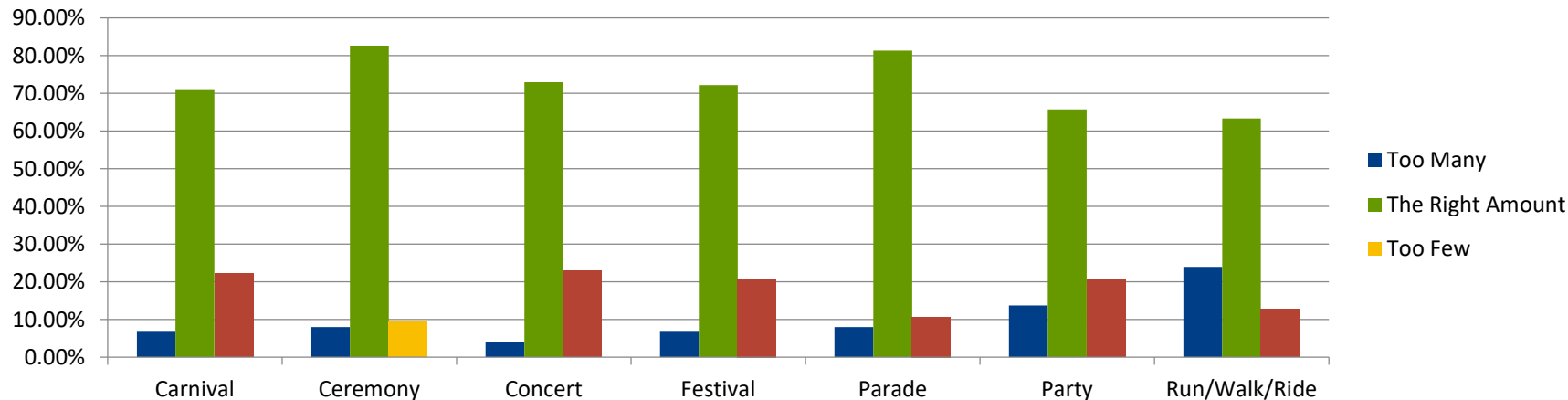


# Identified Key Stakeholders Question 9

- Thinking about special events, do you feel there are too many, too few, or about the right number of these specific special events held annually in Dallas?

	Too Many		The Right Amount		Too Few		Total
Carnival	6.94%	5	70.83%	51	22.22%	16	72
Ceremony	8.00%	6	82.67%	62	9.33%	7	75
Concert	4.05%	3	72.97%	54	22.97%	17	74
Festival	6.94%	5	72.22%	52	20.83%	15	72
Parade	8.00%	6	81.33%	61	10.67%	8	75
Party	13.70%	10	65.75%	48	20.55%	15	73
Run/Walk/Ride	23.94%	17	63.38%	45	12.68%	9	71

Thinking about special events, do you feel there are too many, too few, or about the right number of these specific special events held annually in Dallas?

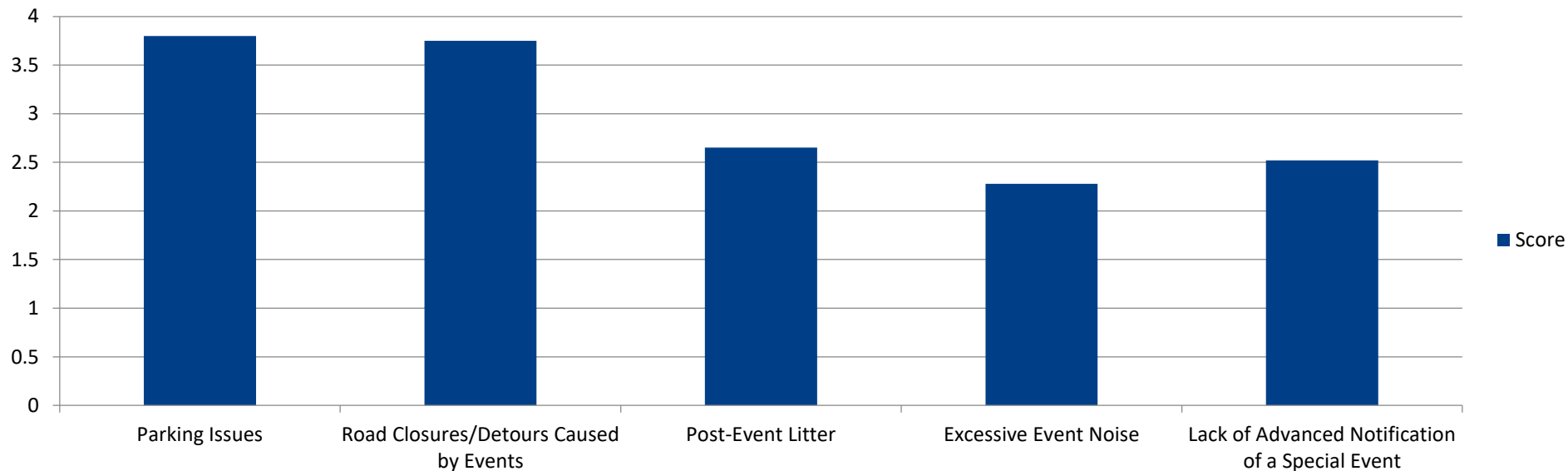


# Identified Key Stakeholders Question 10

Please rank the issues below from most challenging (1) to least challenging(5) as a result of special events occurring within the city limits of Dallas.

Answer Choices	1		2		3		4		5		Total	Score
Parking Issues	33.33%	25	33.33%	25	18.67%	14	9.33%	7	5.33%	4	75	3.8
Road Closures/Detours Caused by Events	37.33%	28	25.33%	19	18.67%	14	12.00%	9	6.67%	5	75	3.75
Post-Event Litter	10.67%	8	14.67%	11	22.67%	17	33.33%	25	18.67%	14	75	2.65
Excessive Event Noise	8.00%	6	10.67%	8	17.33%	13	29.33%	22	34.67%	26	75	2.28
Lack of Advanced Notification of a Special Event	10.67%	8	16.00%	12	22.67%	17	16.00%	12	34.67%	26	75	2.52

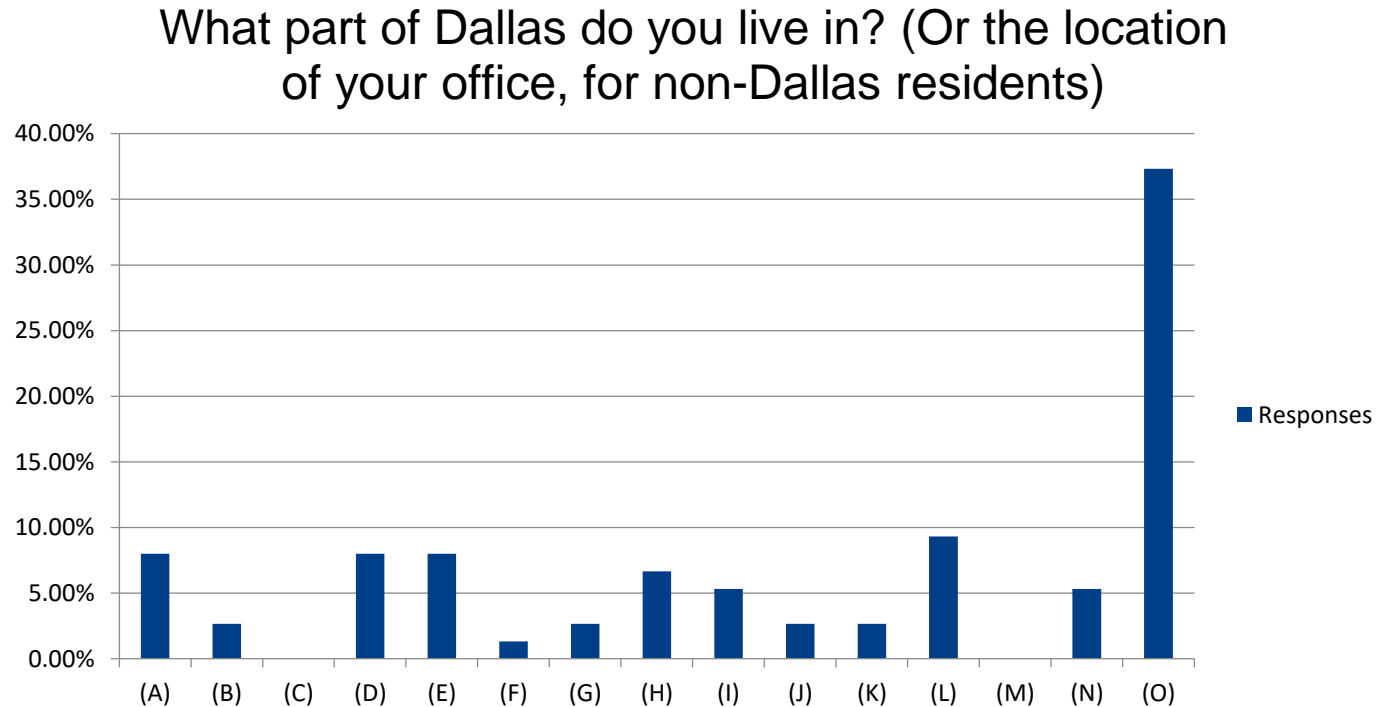
Please rank the issues below from most challenging (1) to least challenging(5) as a result of special events occurring within the city limits of Dallas.



# Identified Key Stakeholders Question 11

What part of Dallas do you live in? (Or the location of your office, for non-Dallas residents)

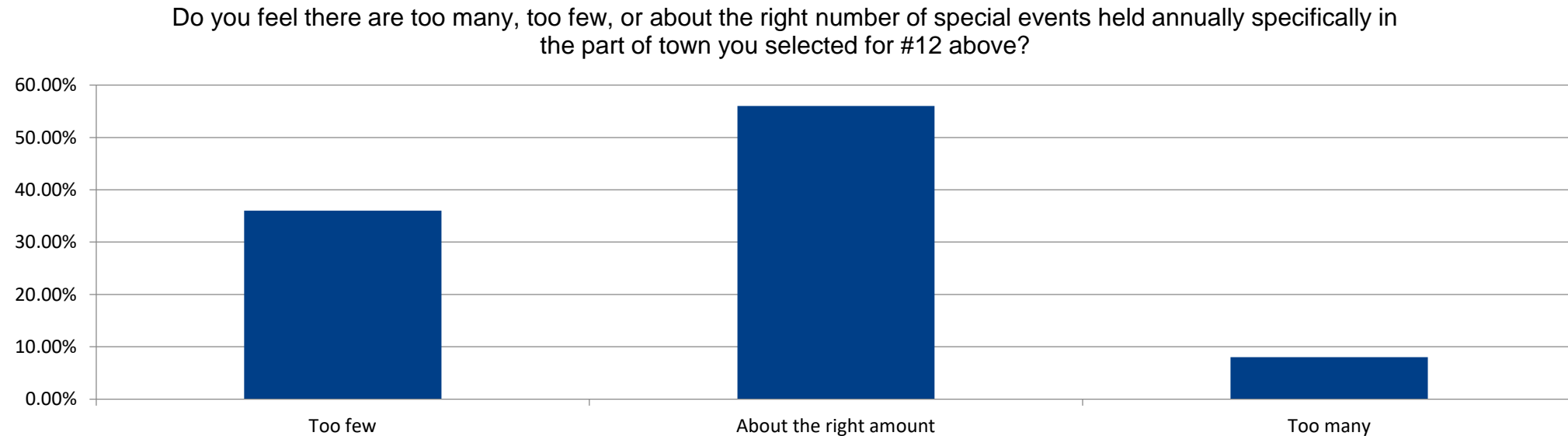
Answer Choices	Responses	
(A) Bishop Arts	8.00%	6
(B) Deep Ellum/Dallas Farmers Market	2.67%	2
(C) Design District	0.00%	0
(D) Downtown Dallas/Central Business District	8.00%	6
(E) East Dallas/Lake Highlands	8.00%	6
(F) Fair Park/South Dallas	1.33%	1
(G) Knox/Henderson	2.67%	2
(H) Lakewood/White Rock Lake	6.67%	5
(I) Lower Greenville	5.33%	4
(J) North Dallas	2.67%	2
(K) Oak Lawn/Cedar Springs	2.67%	2
(L) Uptown/Turtle Creek	9.33%	7
(M) Victory	0.00%	0
(N) West Dallas/Trinity Groves	5.33%	4
(O) Other (please specify)	37.33%	28



# Identified Key Stakeholders Question 11

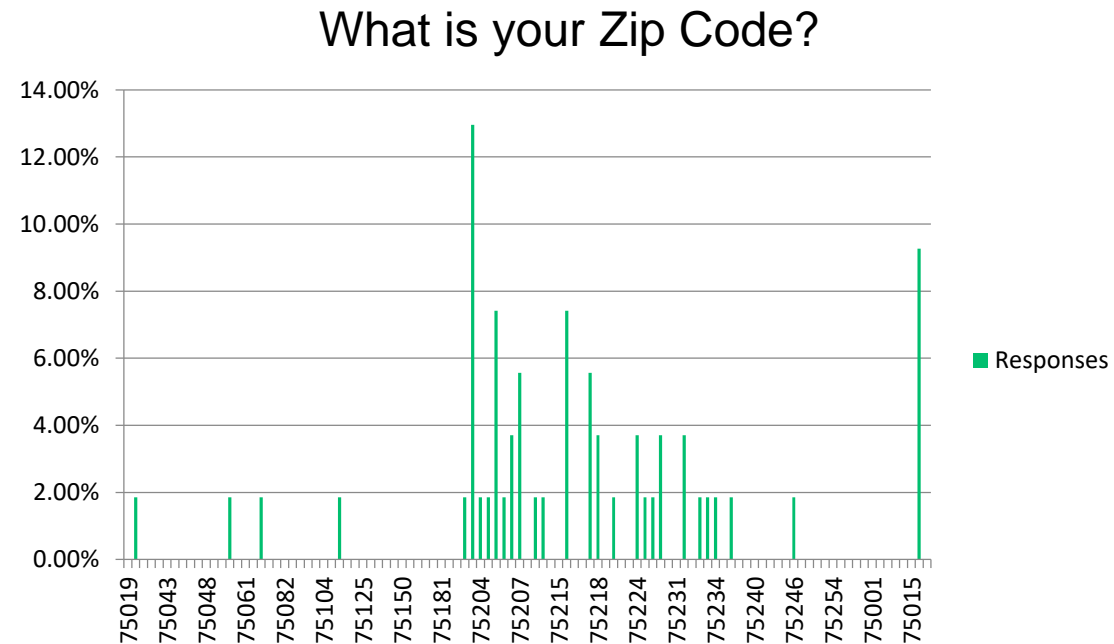
Do you feel there are too many, too few, or about the right number of special events held annually specifically in the part of town you selected?

Answer Choices	Responses	
Too few	36.00%	27
About the right amount	56.00%	42
Too many	8.00%	6



# Event Planner/Applicant Question 1

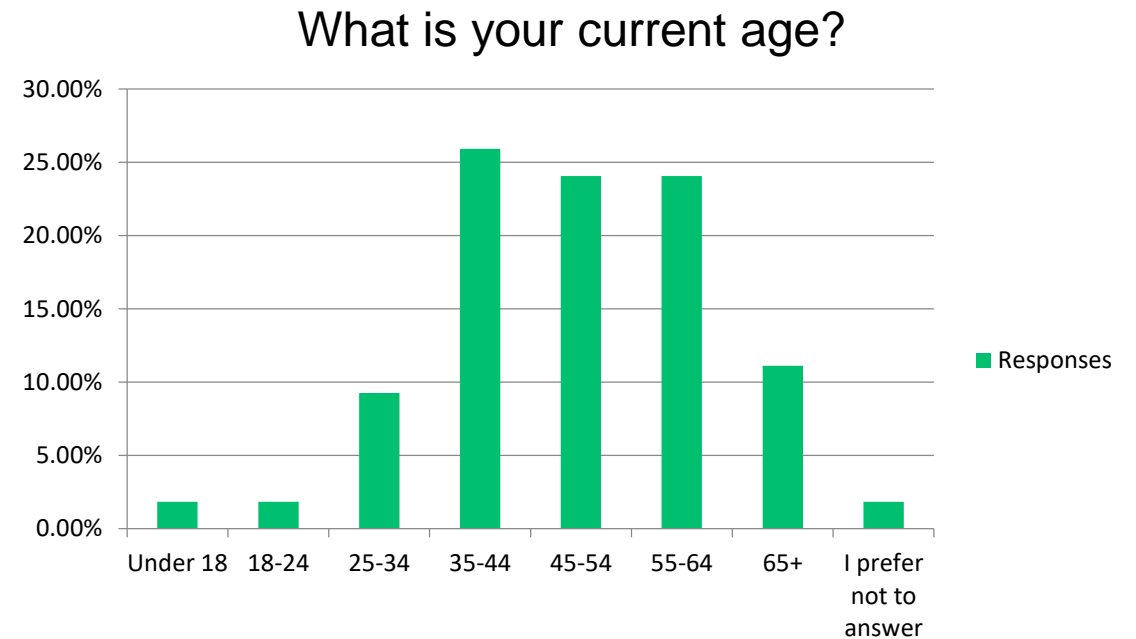
- What is your zip code?



# Event Planner/Applicant Question 2

What is your current age?

Answer Choices	Responses	
Under 18	1.85%	1
18-24	1.85%	1
25-34	9.26%	5
35-44	25.93%	14
45-54	24.07%	13
55-64	24.07%	13
65+	11.11%	6
I prefer not to answer	1.85%	1
	Answered	54
	Skipped	7



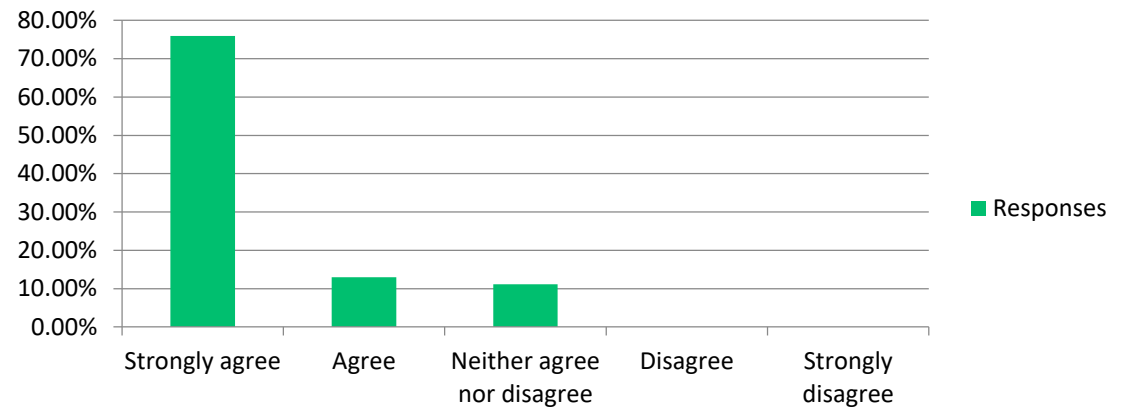


# Event Planner/Applicant Question 3

Please select the appropriate response to the following statement: Special Events benefit the Dallas economy and Dallas residents.

Answer Choices	Responses	
Strongly agree	75.93%	41
Agree	12.96%	7
Neither agree nor disagree	11.11%	6
Disagree	0.00%	0
Strongly disagree	0.00%	0
	Answered	54
	Skipped	7

Please select the appropriate response to the following statement: Special Events benefit the Dallas economy and Dallas residents.

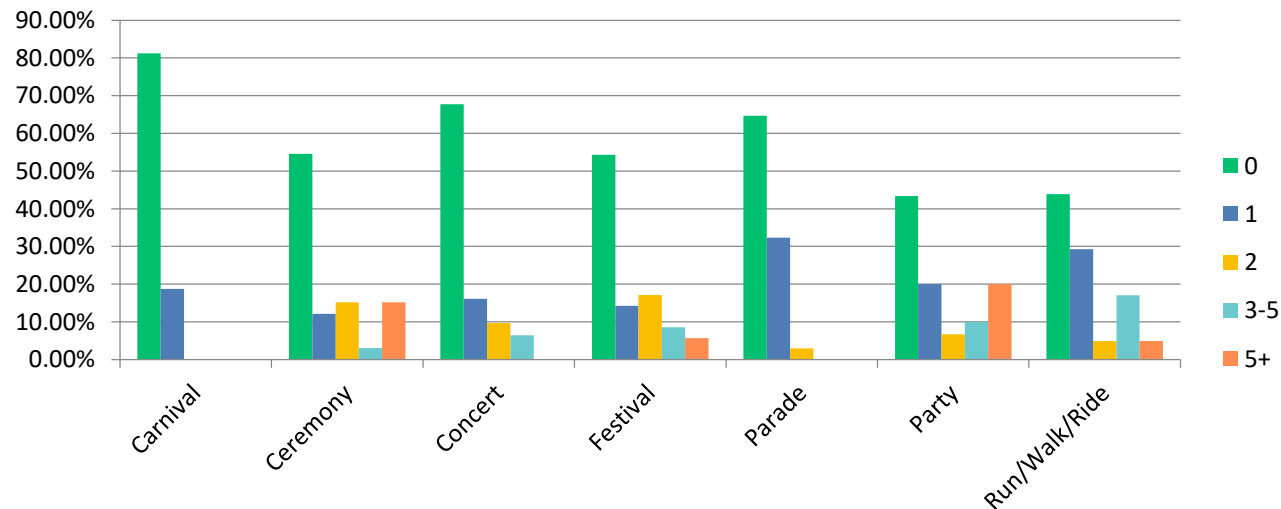


# Event Planner/Applicant Question 4

How many of the following event types do you plan annually in Dallas?

	0		1		2		3-5		5+		Total
Carnival	81.25%	26	18.75%	6	0.00%	0	0.00%	0	0.00%	0	32
Ceremony	54.55%	18	12.12%	4	15.15%	5	3.03%	1	15.15%	5	33
Concert	67.74%	21	16.13%	5	9.68%	3	6.45%	2	0.00%	0	31
Festival	54.29%	19	14.29%	5	17.14%	6	8.57%	3	5.71%	2	35
Parade	64.71%	22	32.35%	11	2.94%	1	0.00%	0	0.00%	0	34
Party	43.33%	13	20.00%	6	6.67%	2	10.00%	3	20.00%	6	30
Run/Walk/Ride	43.90%	18	29.27%	12	4.88%	2	17.07%	7	4.88%	2	41
										Answered	54
										Skipped	7

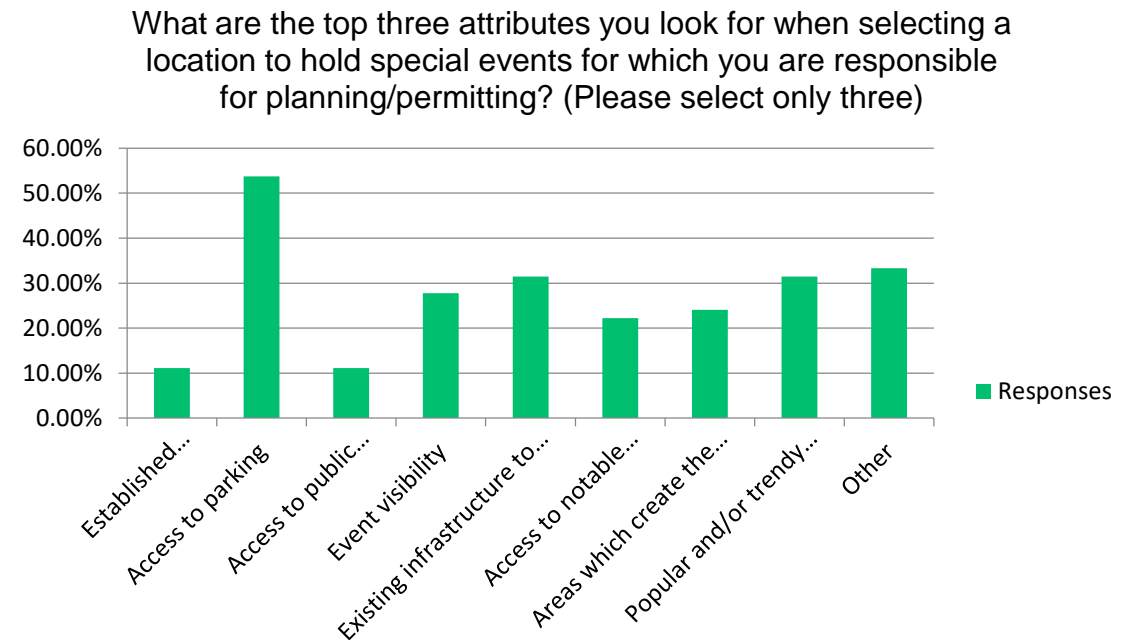
How many of the following event types do you plan annually in Dallas?



# Event Planner/Applicant Question 5

What are the top three attributes you look for when selecting a location to hold special events for which you are responsible for planning/permitting? (Please select only three)

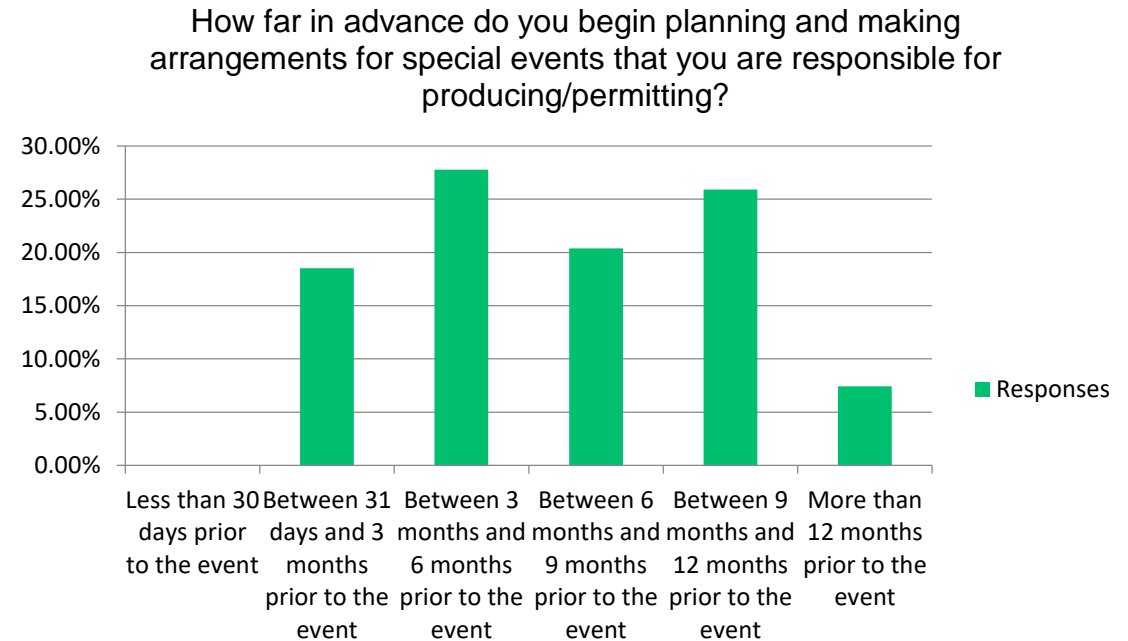
Answer Choices	Responses	
Established retail/restaurants with existing pedestrian patronage	11.11%	6
Access to parking	53.70%	29
Access to public transportation	11.11%	6
Event visibility	27.78%	15
Existing infrastructure to reduce public safety/quality of life requirements (traffic control, barricades, portable toilets, etc)	31.48%	17
Access to notable locations and/or historic landmark (signature bridges, skyline, Dealey Plaza, Victory Plaza, City Hall Plaza)	22.22%	12
Areas which create the least amount of disruption to traffic	24.07%	13
Popular and/or trendy locations	31.48%	17
Other	33.33%	18
	Answered	54
	Skipped	7



# Event Planner/Applicant Question 6

How far in advance do you begin planning and making arrangements for special events that you are responsible for producing/permitting?

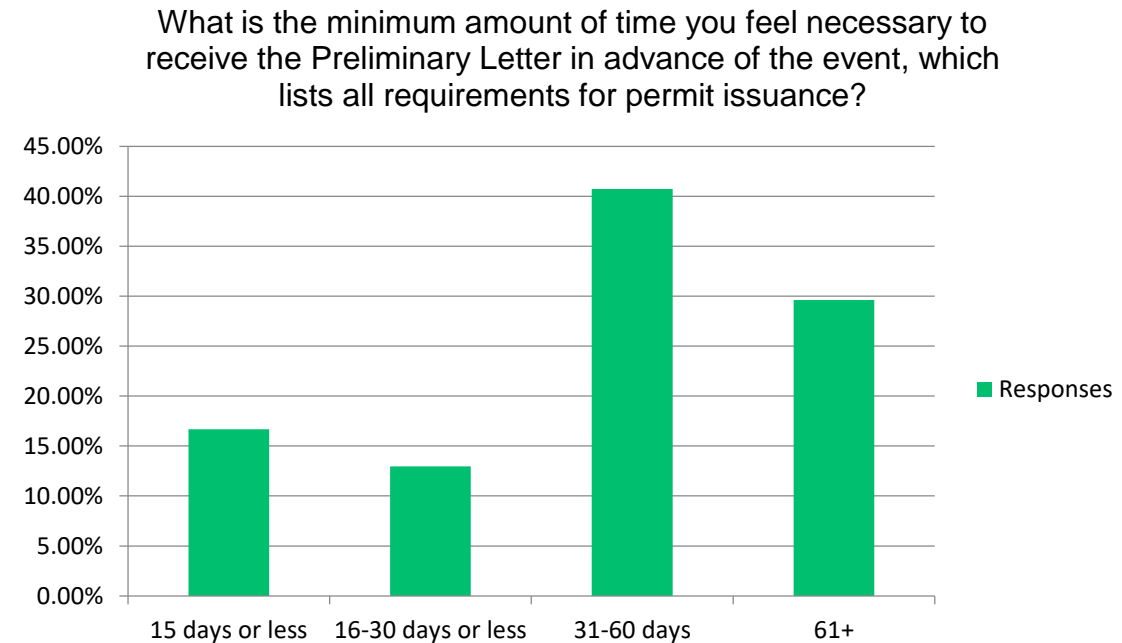
Answer Choices	Responses	
Less than 30 days prior to the event	0.00%	0
Between 31 days and 3 months prior to the event	18.52%	10
Between 3 months and 6 months prior to the event	27.78%	15
Between 6 months and 9 months prior to the event	20.37%	11
Between 9 months and 12 months prior to the event	25.93%	14
More than 12 months prior to the event	7.41%	4
	Answered	54
	Skipped	7



# Event Planner/Applicant Question 7

What is the minimum amount of time you feel necessary to receive the Preliminary Letter in advance of the event, which lists all requirements for permit issuance?

Answer Choices	Responses	
15 days or less	16.67%	9
16-30 days or less	12.96%	7
31-60 days	40.74%	22
61+	29.63%	16
	Answered	54
	Skipped	7

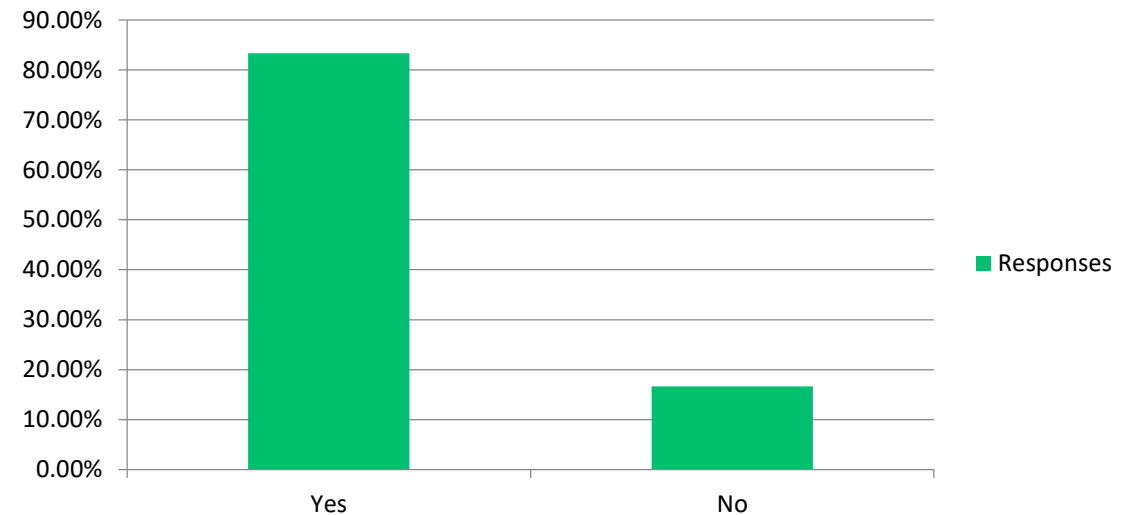


# Event Planner/Applicant Question 8

Have you had an opportunity to utilize OSE's new online application system?

Answer Choices	Responses	
Yes	83.33%	45
No	16.67%	9
	Answered	54
	Skipped	7

Have you had an opportunity to utilize OSE's new online application system?

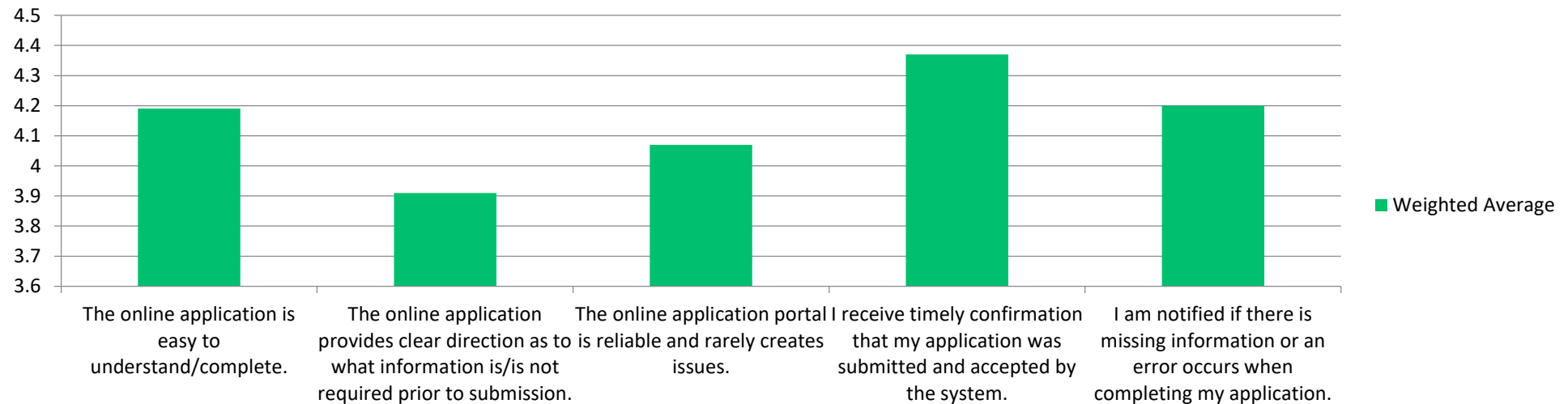


# Event Planner/Applicant Question 9

Focusing specifically on the online application process, please select the appropriate response:

	Strongly Agree		Agree		Neither Agree nor Disagree		Disagree		Strongly Disagree		Total	Weighted Average
The online application is easy to understand/complete.	37.04%	20	46.30%	25	14.81%	8	1.85%	1	0.00%	0	54	4.19
The online application provides clear direction as to what information is/is not required prior to submission.	29.63%	16	40.74%	22	20.37%	11	9.26%	5	0.00%	0	54	3.91
The online application portal is reliable and rarely creates issues.	35.19%	19	38.89%	21	24.07%	13	1.85%	1	0.00%	0	54	4.07
I receive timely confirmation that my application was submitted and accepted by the system.	51.85%	28	35.19%	19	11.11%	6	1.85%	1	0.00%	0	54	4.37
I am notified if there is missing information or an error occurs when completing my application.	42.59%	23	40.74%	22	12.96%	7	1.85%	1	1.85%	1	54	4.2
											Answered	54
											Skipped	7

Focusing specifically on the online application process, please select the appropriate response:

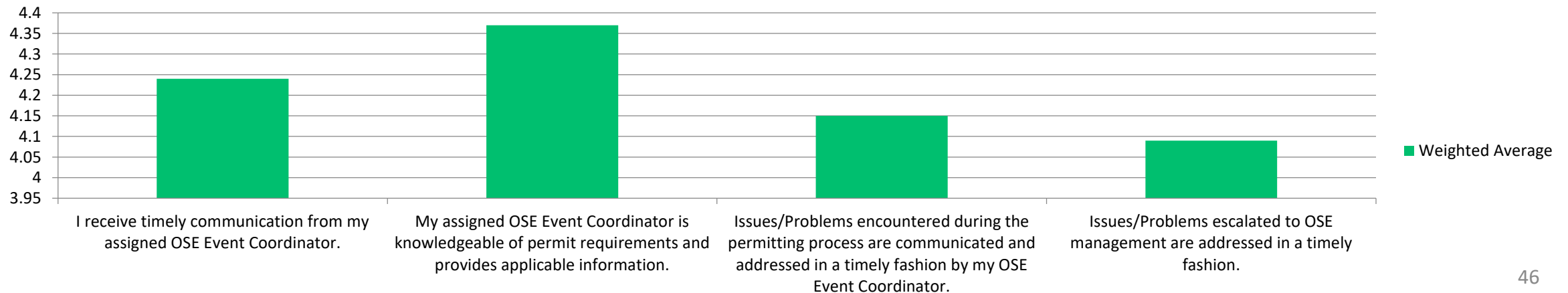


# Event Planner/Applicant Question 10

Focusing specifically on the permitting process, after an application has been submitted, please select the appropriate response:

	Strongly Agree		Agree		Neither Agree nor Disagree		Disagree		Strongly Disagree		Total	Weighted Average
I receive timely communication from my assigned OSE Event Coordinator.	50.00%	27	33.33%	18	9.26%	5	5.56%	3	1.85%	1	54	4.24
My assigned OSE Event Coordinator is knowledgeable of permit requirements and provides applicable information.	57.41%	31	27.78%	15	11.11%	6	1.85%	1	1.85%	1	54	4.37
Issues/Problems encountered during the permitting process are communicated and addressed in a timely fashion by my OSE Event Coordinator.	48.15%	26	24.07%	13	24.07%	13	1.85%	1	1.85%	1	54	4.15
Issues/Problems escalated to OSE management are addressed in a timely fashion.	46.30%	25	24.07%	13	24.07%	13	3.70%	2	1.85%	1	54	4.09
											Answered	54
											Skipped	7

Focusing specifically on the permitting process, after an application has been submitted, please select the appropriate response:



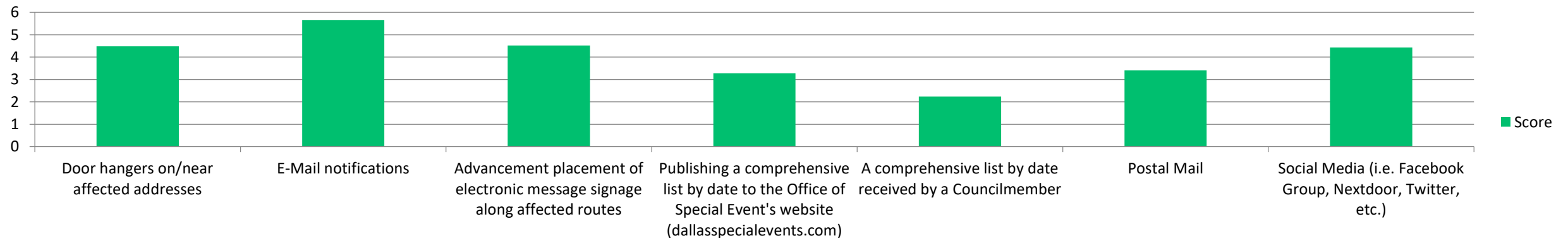


# Event Planner/Applicant Question 11

In your opinion, please rank the following communication methods currently being researched for advanced event-related notifications to residents, such as road closures, detours, and/or traffic impacts from most effective (1) to least effective (7).

	1	2	3	4	5	6	7	Total	Score							
Door hangers on/near affected addresses	24.07%	13	14.81%	8	18.52%	10	11.11%	6	9.26%	5	3.70%	2	18.52%	10	54	4.48
E-Mail notifications	40.74%	22	24.07%	13	12.96%	7	9.26%	5	9.26%	5	1.85%	1	1.85%	1	54	5.65
Advancement placement of electronic message signage along affected routes	14.81%	8	16.67%	9	20.37%	11	18.52%	10	16.67%	9	9.26%	5	3.70%	2	54	4.52
Publishing a comprehensive list by date to the Office of Special Event's website (dallasspecialevents.com)	0.00%	0	9.26%	5	11.11%	6	22.22%	12	18.52%	10	33.33%	18	5.56%	3	54	3.28
A comprehensive list by date received by a Councilmember	0.00%	0	3.70%	2	9.26%	5	5.56%	3	14.81%	8	22.22%	12	44.44%	24	54	2.24
Postal Mail	7.41%	4	7.41%	4	12.96%	7	18.52%	10	16.67%	9	18.52%	10	18.52%	10	54	3.41
Social Media (i.e. Facebook Group, Nextdoor, Twitter, etc.)	12.96%	7	24.07%	13	14.81%	8	14.81%	8	14.81%	8	11.11%	6	7.41%	4	54	4.43
															Answered	54
															Skipped	7

In your opinion, please rank the following communication methods currently being researched for advanced event-related notifications to residents, such as road closures, detours, and/or traffic impacts from most effective (1) to least effective (7).



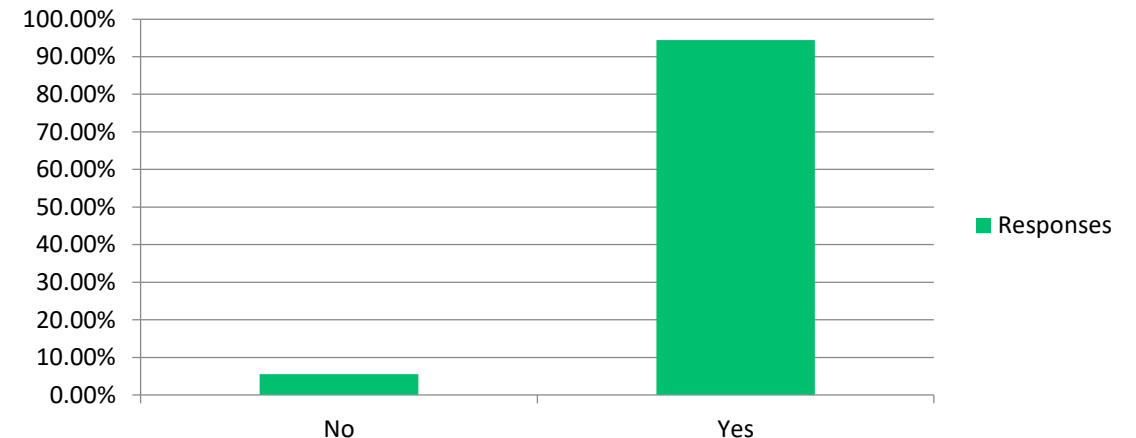
# Event Planner/Applicant Question 12

Do you think the development and use of a future e-mail distribution list for notifications of street closings, traffic advisories, and/or special event information would be of value to residents affected by special events? If "no," is there a better method of communication that the City should consider?

Answer Choices	Responses	
No	5.56%	3
Yes	94.44%	51
Other Method of Notification?		9
	Answered	54
	Skipped	7

Other Method of Notification?
insert in water bill; post signs in and around event area
email and garage sale signs along the course
how would I develop a list of email addresses for local residents?
Text messaging system
text to distribution list
Although it would have to be titled correctly so that they don't think it's junk mail.
Na
Social Media
Door sign is better.

Do you think the development and use of a future e-mail distribution list for notifications of street closings, traffic advisories, and/or special event information would be of value to residents affected by special events? If "no," is there a better met

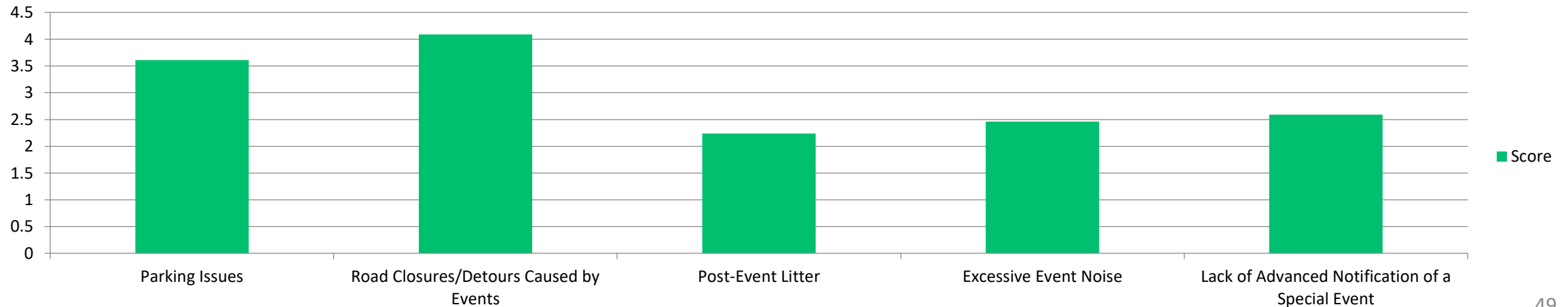


# Event Planner/Applicant Question 13

Please rank the issues below from most challenging (1) to least challenging (5) for residents affected from special events occurring near their homes/offices.

	1		2		3		4		5		Total	Score
Parking Issues	33.33%	18	24.07%	13	20.37%	11	14.81%	8	7.41%	4	54	3.61
Road Closures/Detours Caused by Events	44.44%	24	33.33%	18	11.11%	6	9.26%	5	1.85%	1	54	4.09
Post-Event Litter	7.41%	4	9.26%	5	16.67%	9	33.33%	18	33.33%	18	54	2.24
Excessive Event Noise	3.70%	2	11.11%	6	33.33%	18	31.48%	17	20.37%	11	54	2.46
Lack of Advanced Notification of a Special Event	11.11%	6	22.22%	12	18.52%	10	11.11%	6	37.04%	20	54	2.59
										Answered	54	
										Skipped	7	

Please rank the issues below from most challenging (1) to least challenging (5) for residents affected from special events occurring near their homes/offices.

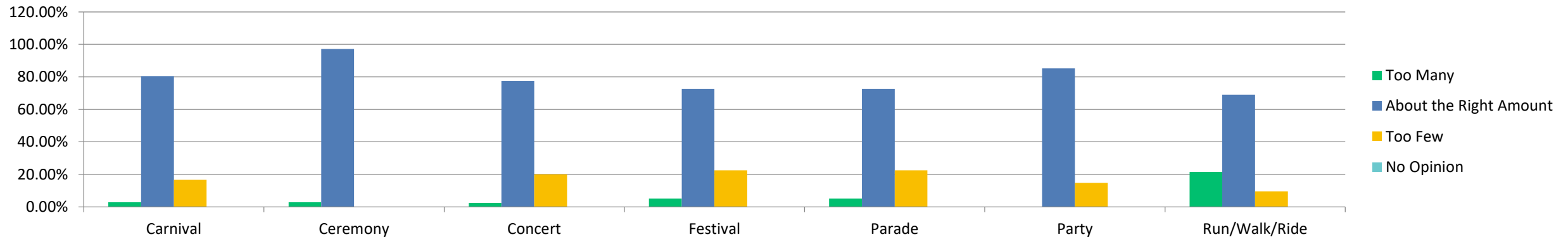


# Event Planner/Applicant Question 14

Thinking about special events, do you feel there are too many, too few, or about the right number of these specific special events held annually in Dallas? (If you do not have an opinion for a specific type of event, please leave that selection blank)

	Too Many		About the Right Amount		Too Few		No Opinion		Total
Carnival	2.78%	1	80.56%	29	16.67%	6	0.00%	0	36
Ceremony	2.78%	1	97.22%	35	0.00%	0	0.00%	0	36
Concert	2.50%	1	77.50%	31	20.00%	8	0.00%	0	40
Festival	5.00%	2	72.50%	29	22.50%	9	0.00%	0	40
Parade	5.00%	2	72.50%	29	22.50%	9	0.00%	0	40
Party	0.00%	0	85.29%	29	14.71%	5	0.00%	0	34
Run/Walk/Ride	21.43%	9	69.05%	29	9.52%	4	0.00%	0	42
							Answered		45
							Skipped		16

Thinking about special events, do you feel there are too many, too few, or about the right number of these specific special events held annually in Dallas? (If you do not have an opinion for a specific type of event, please leave that selection blank)

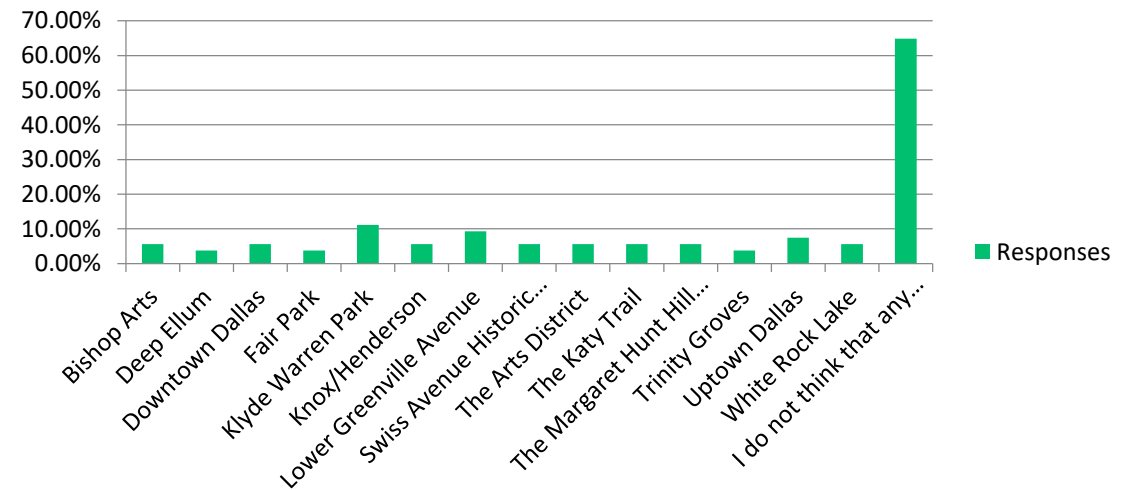


# Event Planner/Applicant Question 15

Do you think that there are currently parts of Dallas which are at capacity for special events, and the City should only issue permits for existing events in those areas? If so, what locations? Please select all that apply.

Answer Choices	Responses	
Bishop Arts	5.56%	3
Deep Ellum	3.70%	2
Downtown Dallas	5.56%	3
Fair Park	3.70%	2
Klyde Warren Park	11.11%	6
Knox/Henderson	5.56%	3
Lower Greenville Avenue	9.26%	5
Swiss Avenue Historic District	5.56%	3
The Arts District	5.56%	3
The Katy Trail	5.56%	3
The Margaret Hunt Hill Bridge	5.56%	3
Trinity Groves	3.70%	2
Uptown Dallas	7.41%	4
White Rock Lake	5.56%	3
I do not think that any areas are at capacity	64.81%	35
	Answered	54
	Skipped	7

Do you think that there are currently parts of Dallas which are at capacity for special events, and the City should only issue permits for existing events in those areas? If so, what locations? Please select all that apply.

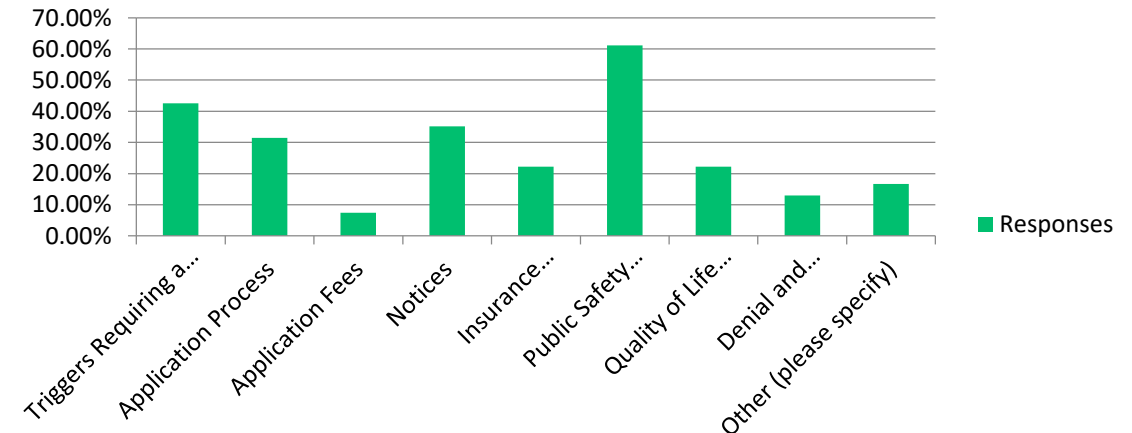


# Event Planner/Applicant Question 16

Given the recent growth in development and rise in popularity of certain areas, what three subjects/sections should the City pay special attention to when developing changes to the Special Events Ordinance? You may view current Code here: Dallas City Code: Chapter 42A-Special Events

Answer Choices	Responses	
Triggers Requiring a Special Event Permit	42.59%	23
Application Process	31.48%	17
Application Fees	7.41%	4
Notices	35.19%	19
Insurance Requirements/Indemnification	22.22%	12
Public Safety Requirements: security, crowd control, traffic control	61.11%	33
Quality of Life Requirements: portable toilets, trash receptacles, noise	22.22%	12
Denial and Revocation and/or Appeal of Special Event Permit	12.96%	7
Other (please specify)	16.67%	9
	Answered	54
	Skipped	7

Given the recent growth in development and rise in popularity of certain areas, what three subjects/sections should the City pay special attention to when developing changes to the Special Events Ordinance? You may view current Code here: Dallas City Code



# Event Planner/Applicant Question 17

- Please elaborate on the specific concerns you have for your three selections on question 17 above. Please be as specific as possible for each.

Answered	33
Skipped	28

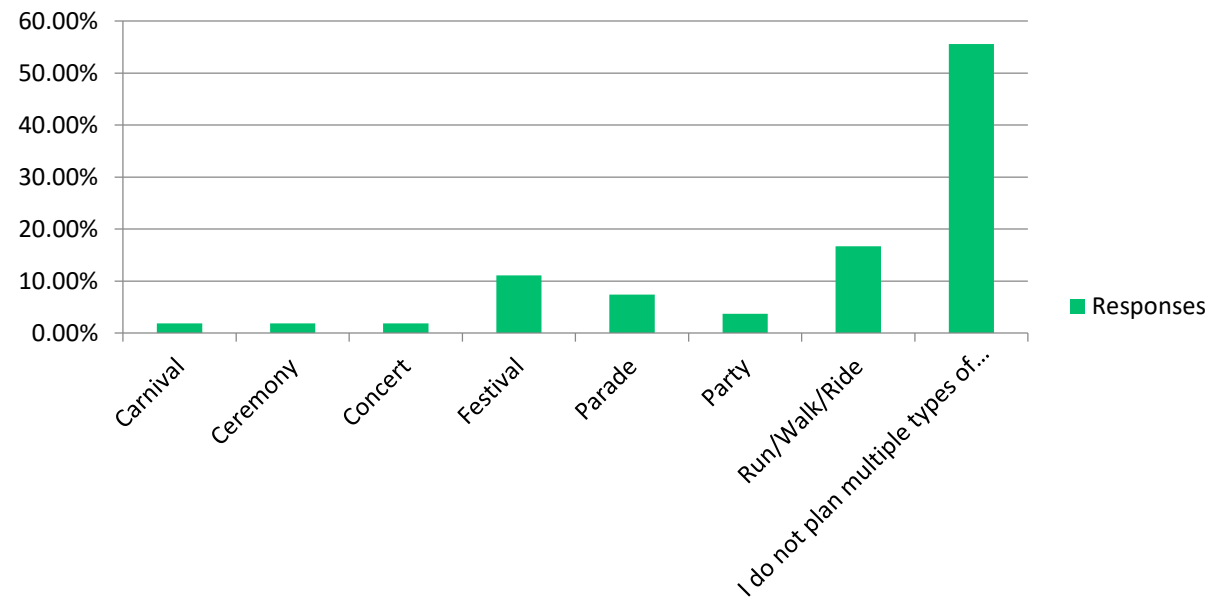
- Responses can be found in the original survey file, the text is too large to format here.

# Event Planner/Applicant Question 18

If you plan multiple types of events within Dallas, do you feel that one type of event is more difficult to plan and permit than others? If so, which type of event is more difficult?

Answer Choices	Responses	
Carnival	1.85%	1
Ceremony	1.85%	1
Concert	1.85%	1
Festival	11.11%	6
Parade	7.41%	4
Party	3.70%	2
Run/Walk/Ride	16.67%	9
I do not plan multiple types of events	55.56%	30
	Answered	54
	Skipped	7

If you plan multiple types of events within Dallas, do you feel that one type of event is more difficult to plan and permit than others? If so, which type of event is more difficult?





# Event Planner/Applicant Question 19

- What is it about this particular type of event that makes it more difficult than others? If you are responsible for planning/permitting only one type of event, please leave this question blank.

Answered	24
Skipped	37

- Responses can be found in the original survey file, the text is too large to format here.

# Event Planner/Applicant Question 20

- Do you have any other comments, questions, or concerns? If so, please provide them below, if not, please leave the box below blank.

Answered	17
Skipped	44

- Responses can be found in the original survey file, the text is too large to format here.

# Office of Special Events High Impact Areas Survey Data

Launched May 15, 2019



CITY OF DALLAS  
**OFFICE OF  
SPECIAL EVENTS**

Office of Special Events  
2019

# Table of Contents

## Public Input Survey results

- Survey Overview (slide 3)
- Survey questions (slide 4)
- Respondents by Council District (slide 5-6)
- Aggregate data by impact type (slide 7 – 17)
- Data specific to each High Impact Area (18 – 35)
- Actual Survey (36-53)

# SURVEY OVERVIEW

- Survey tool: WorldAPP  
KeySurvey
- English or Spanish
- Tested survey
- Conducted over a two-month period (mid May – mid July)
- Survey link was distributed via e-mail on May 15, 2019 to the Neighborhood Associations  
120 total addresses (103 successful deliveries)  
The email encourages recipients to share the link with their membership, yielding 197 total opens
- Requested distribution via DDI, VisitDallas, and Sports Commission.
- Announced during community meetings
- 185 total surveys completed
- Survey Link: <https://app.keysurvey.com/f/1406822/1674/>

# SURVEY QUESTIONS

1. Do you experience ROAD CLOSURES /TRAFFIC CONGESTION as a result of temporary outdoor special events?
2. Do you experience EXCESSIVE NOISE as a result of temporary outdoor special events?
3. Do you experience PARKING ISSUES as a result of temporary outdoor special events?
4. Do you experience a LACK OF ADVANCED NOTIFICATION from temporary outdoor special events?
5. Do you experience POST EVENT LITTER as a result of temporary outdoor special events?
  - If YES:
    - a. Please tell us where and how often you experience this impact
      - i. All high impact areas listed
      - ii. Frequency choice: Not at All Monthly Quarterly Annually
    - a. Would you like to provide us any more details (event name, time of year, time of day etc.)?
    - b. Do you have any recommendation to mitigate and/or reduce the above impact?
6. Are there any other impacts related to temporary outdoor special events that you would like to tell us about?
7. Please share any additional comments regarding the City of Dallas Office of Special Events in the space provided. Thank you for your time on this survey.

# Responses by Council District

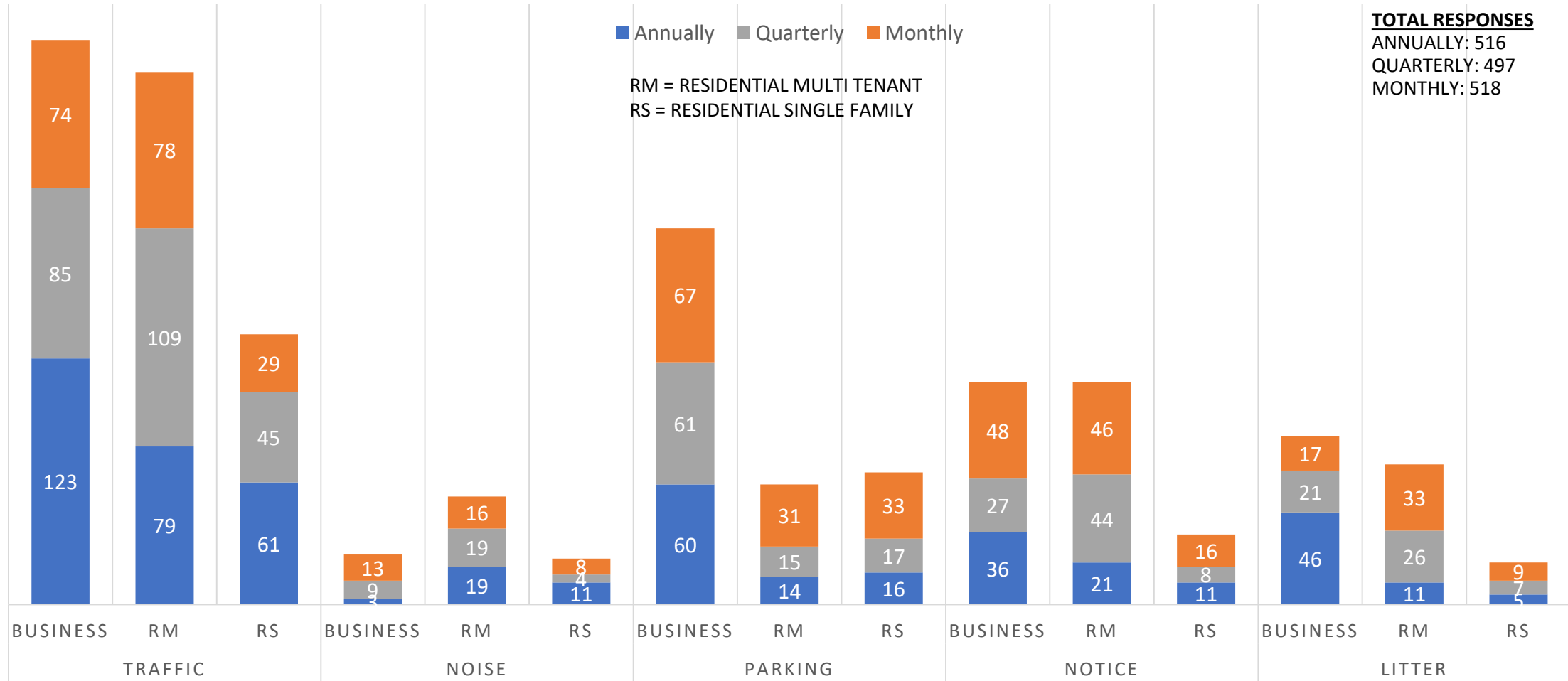
COUNCIL DISTRICT	TOTAL SURVEY RESPONDENTS	TRAFFIC	NOISE	PARKING	NOTICE	LITTER	TOTAL
BLANK	4	4	3	2	4	2	
DISTRICT 1	12	8	1	3	6	0	18
DISTRICT 2	20	14	11	10	7	10	52
DISTRICT 3	1		1	1	0	1	3
DISTRICT 4	1	0	0	0	0	1	1
DISTRICT 5	1	1	1	1	0	0	3
DISTRICT 6	2	2	2	2	0	1	7
DISTRICT 7	3	2	0	2	1	1	6

# Responses by Council District

COUNCIL DISTRICT	TOTAL SURVEY RESPONDENTS	TRAFFIC	NOISE	PARKING	NOTICE	LITTER	TOTAL
DISTRICT 8	2	0	0	0	0	0	0
DISTRICT 9	13	9	2	7	2	2	22
DISTRICT 10	5	1	0		1	1	3
DISTRICT 11	3	0	0	0	0	0	0
DISTRICT 12	2	2	0	1	1	0	4
DISTRICT 13	8	3	1	4	2	2	12
DISTRICT 14	72	59	11	17	37	22	146
UNKNOWN	16	10	4	7	3	5	29
NON-CITY RESIDENT	19	14	3	8	5	2	32



# AGGREGATE – all areas combined



**TOTAL RESPONSES**  
 ANNUALLY: 516  
 QUARTERLY: 497  
 MONTHLY: 518

TOTAL REPOSES: 683

TOTAL REPOSES: 102

TOTAL REPOSES: 314

TOTAL REPOSES: 257

TOTAL REPOSES: 175

# AGGREGATE DATA

## Do you experience ROAD CLOSURES/TRAFFIC CONGESTION?

### ROAD CLOSURE / TRAFFIC CONGESTION

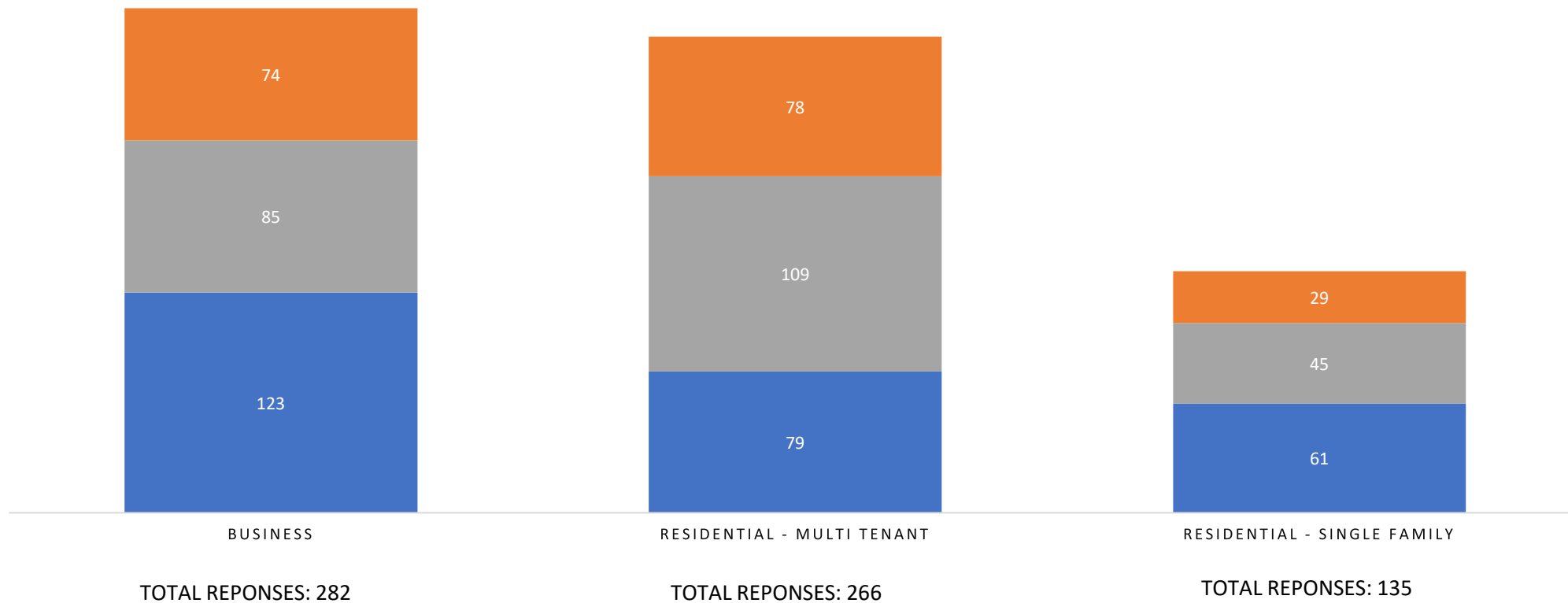
■ Annually ■ Quarterly ■ Monthly

#### TOTAL RESPONSES

ANNUALLY: 181

QUARTERLY: 239

MONTHLY: 263



# AGGREGATE DATA

## Do you experience ROAD CLOSURES/TRAFFIC CONGESTION?

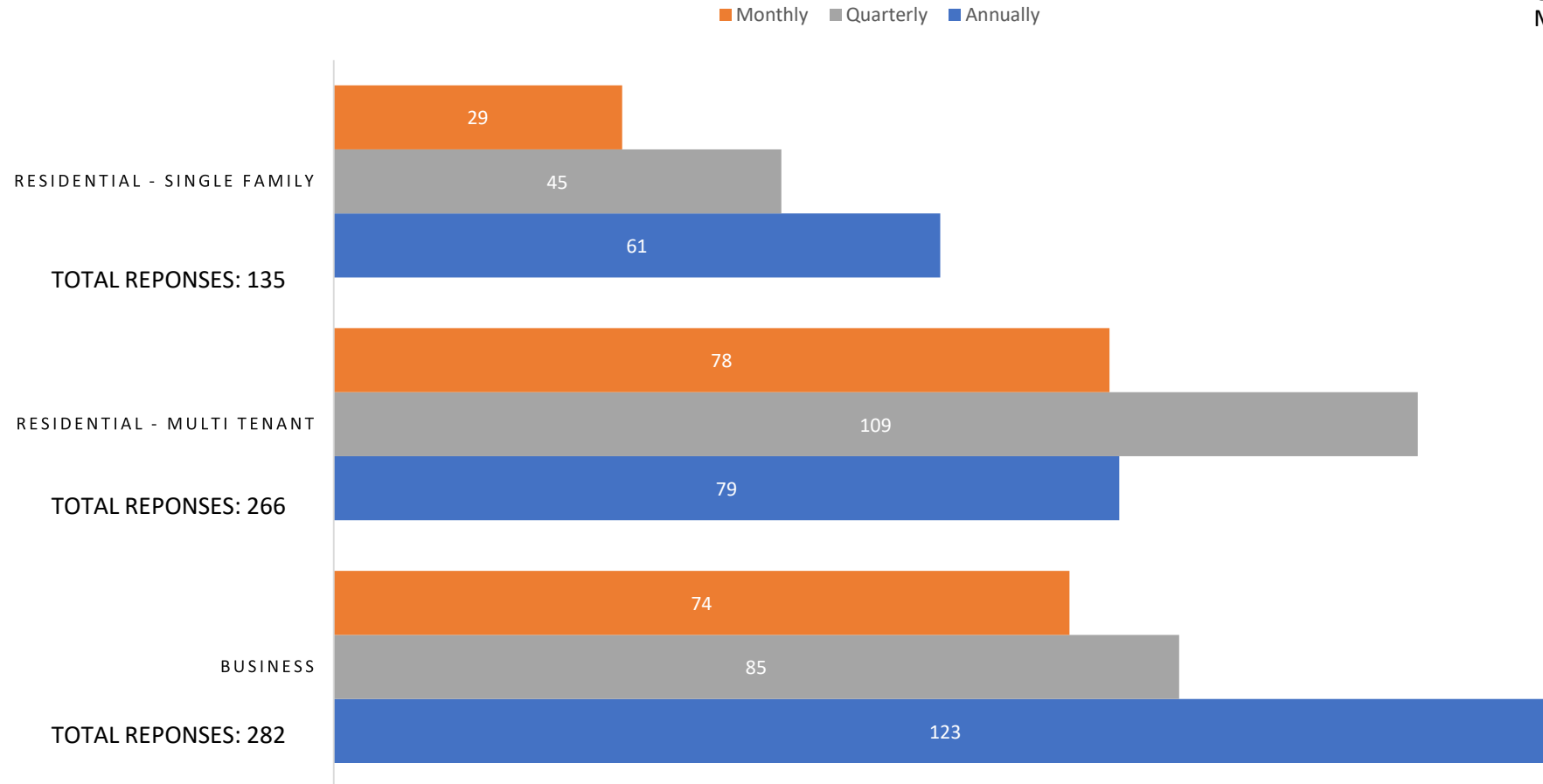
### ROAD CLOSURE / TRAFFIC CONGESTION

#### TOTAL RESPONSES

ANNUALLY: 181

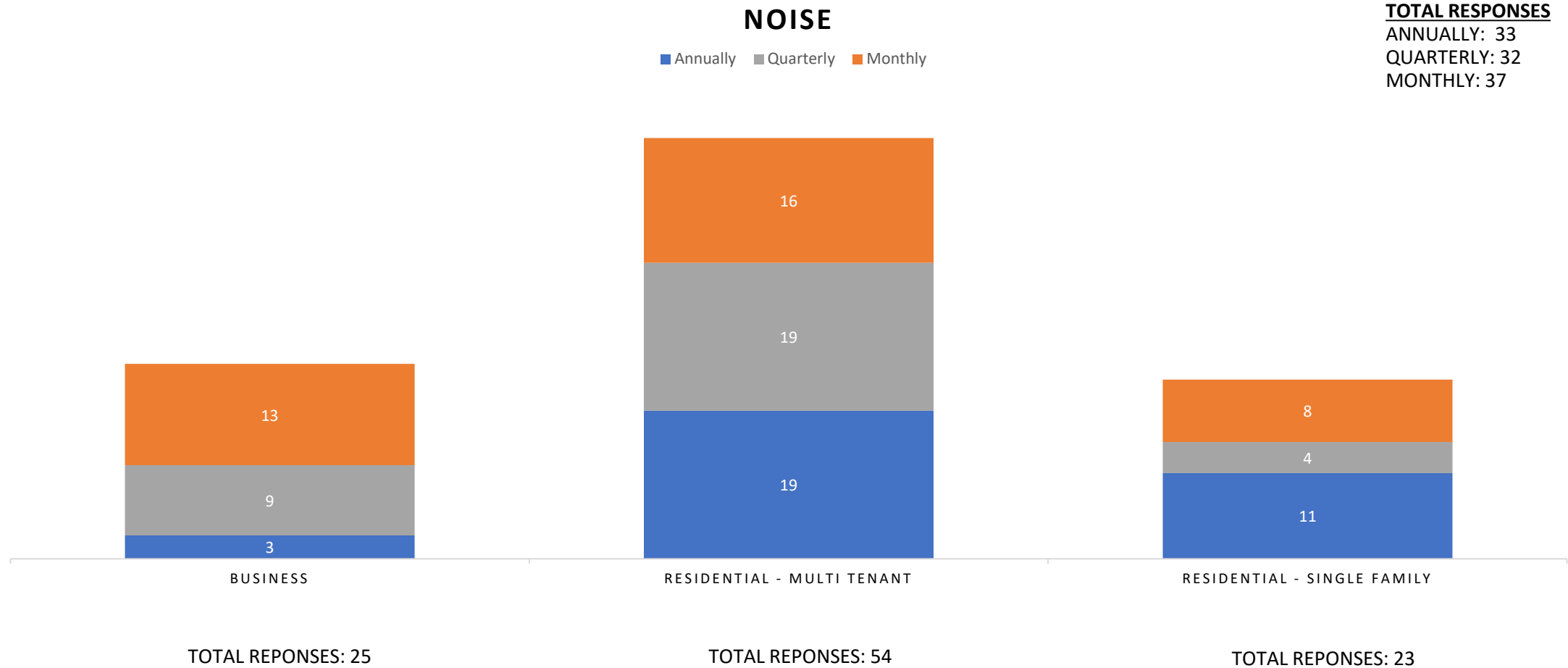
QUARTERLY: 239

MONTHLY: 263



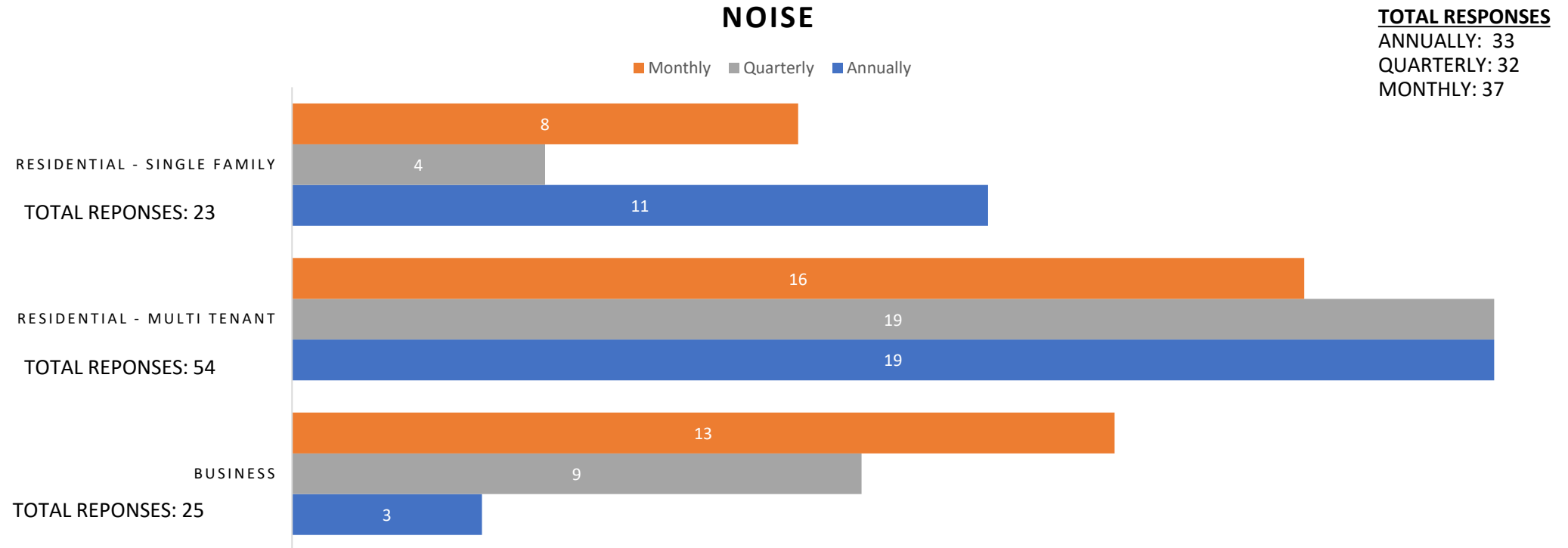
# AGGREGATE DATA

## Do you experience EXCESSIVE NOISE as a result of temporary outdoor special events?



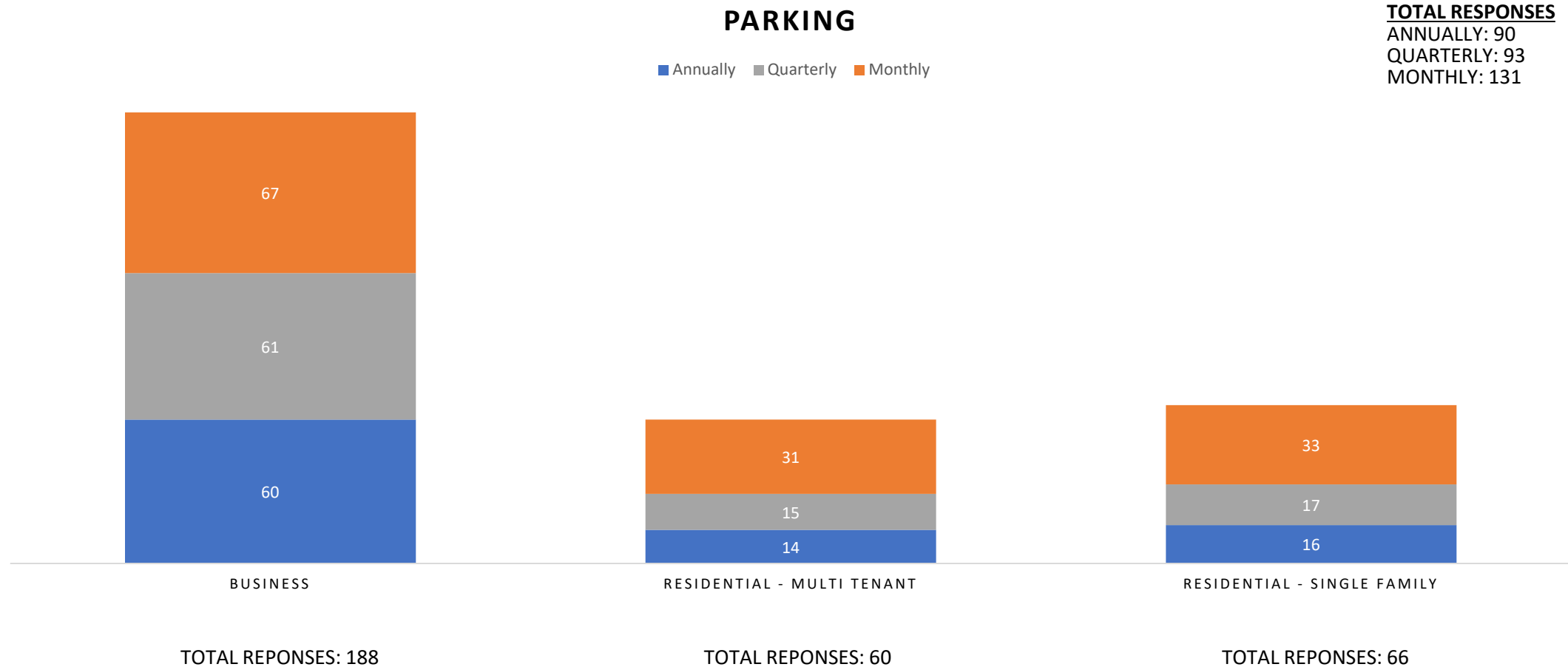
# AGGREGATE DATA

## Do you experience EXCESSIVE NOISE as a result of temporary outdoor special events?



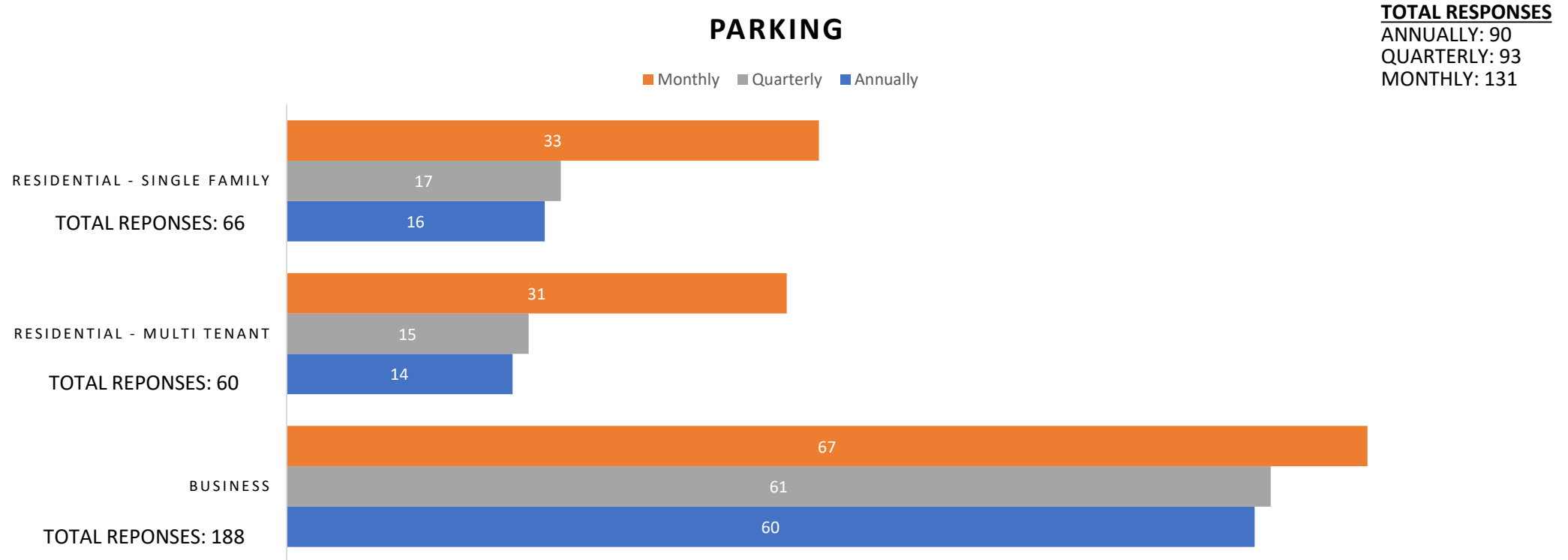
# AGGREGATE DATA

## Do you experience PARKING ISSUES as a result of temporary outdoor special events?



# AGGREGATE DATA

## Do you experience PARKING ISSUES as a result of temporary outdoor special events?



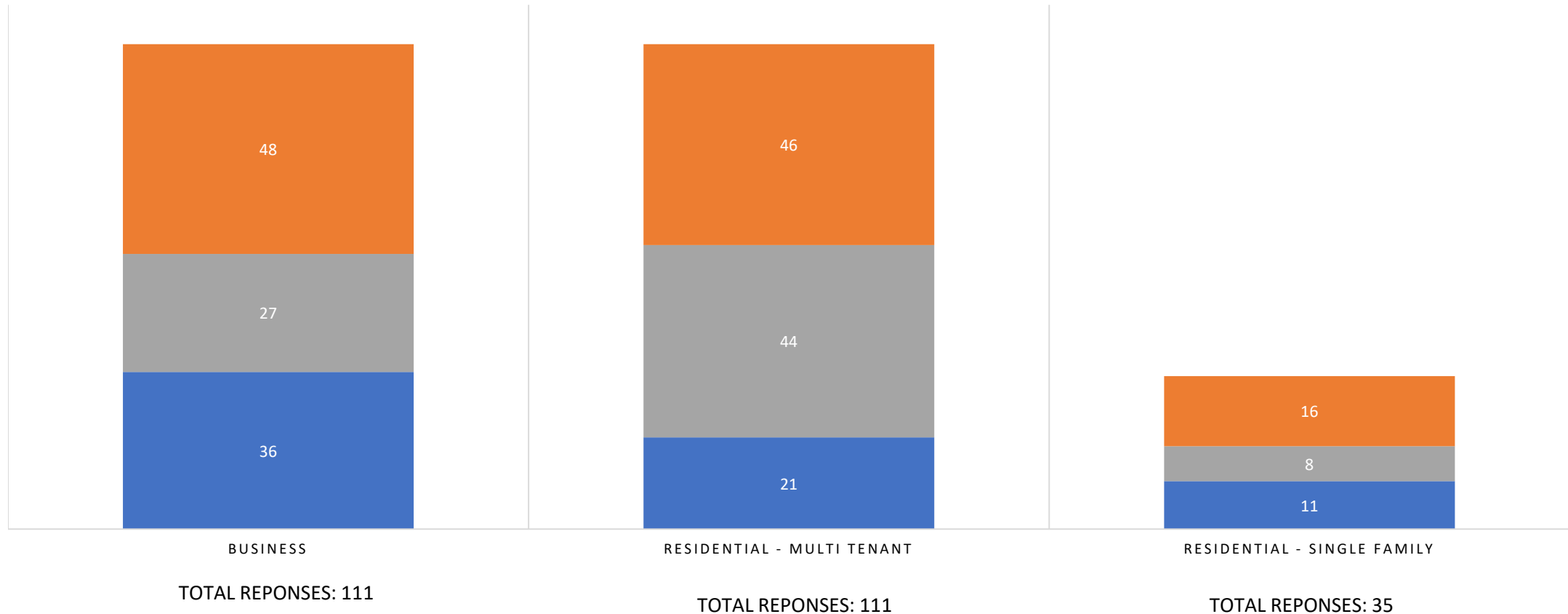
# AGGREGATE DATA

## Do you experience LACK OF ADVANCED NOTIFICATION from temporary outdoor special events?

### NOTICE

■ Annually ■ Quarterly ■ Monthly

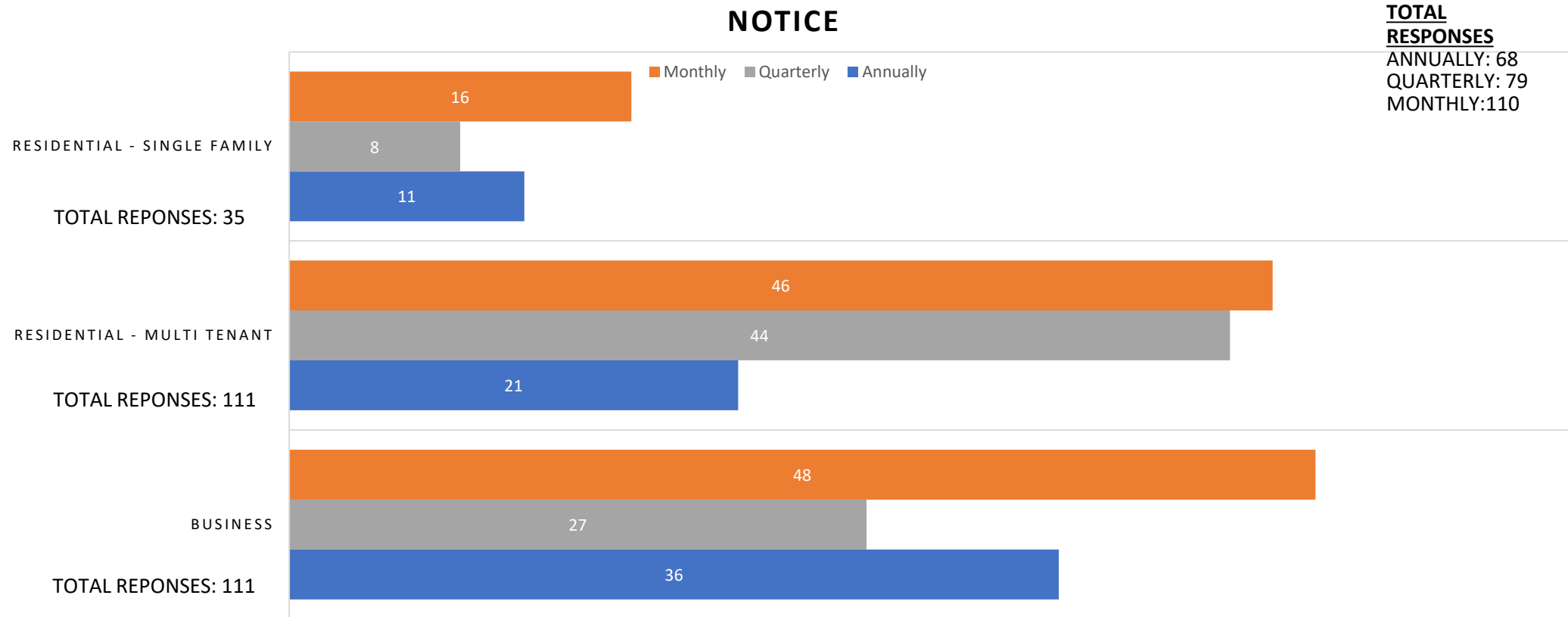
**TOTAL RESPONSES**  
ANNUALLY: 68  
QUARTERLY: 79  
MONTHLY:110





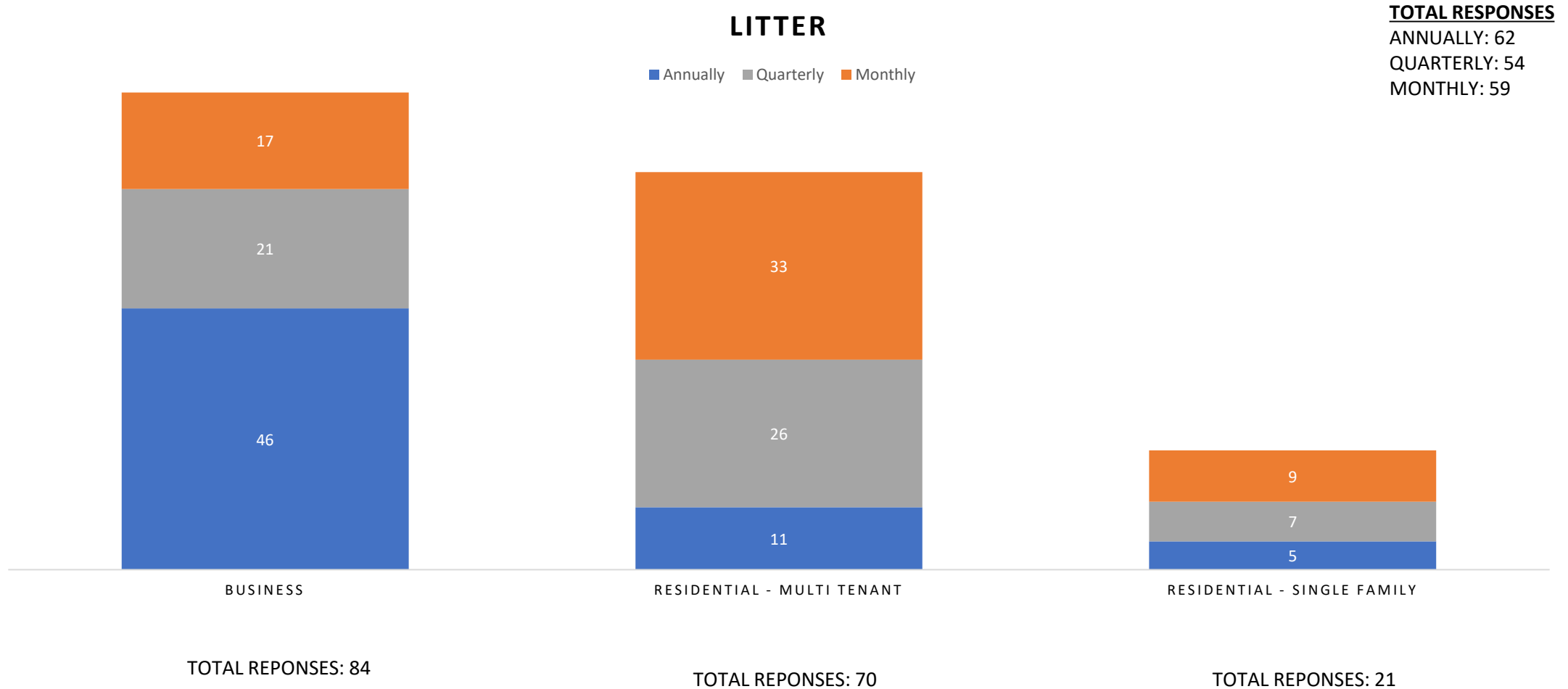
# AGGREGATE DATA

## Do you experience LACK OF ADVANCED NOTIFICATION from temporary outdoor special events?



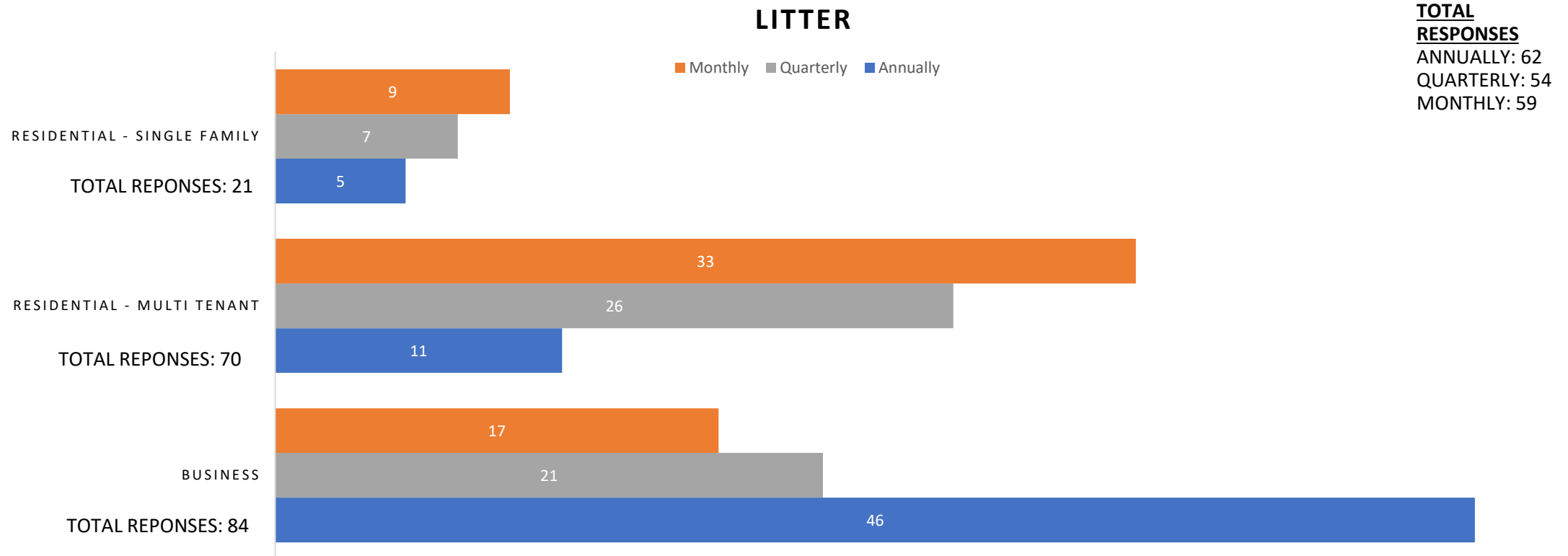
# AGGREGATE DATA

## Do you experience POST EVENT LITTER as a result of temporary outdoor special events?



# AGGREGATE DATA

## Do you experience POST EVENT LITTER as a result of temporary outdoor special events?



# Data by High Impact Area Follows

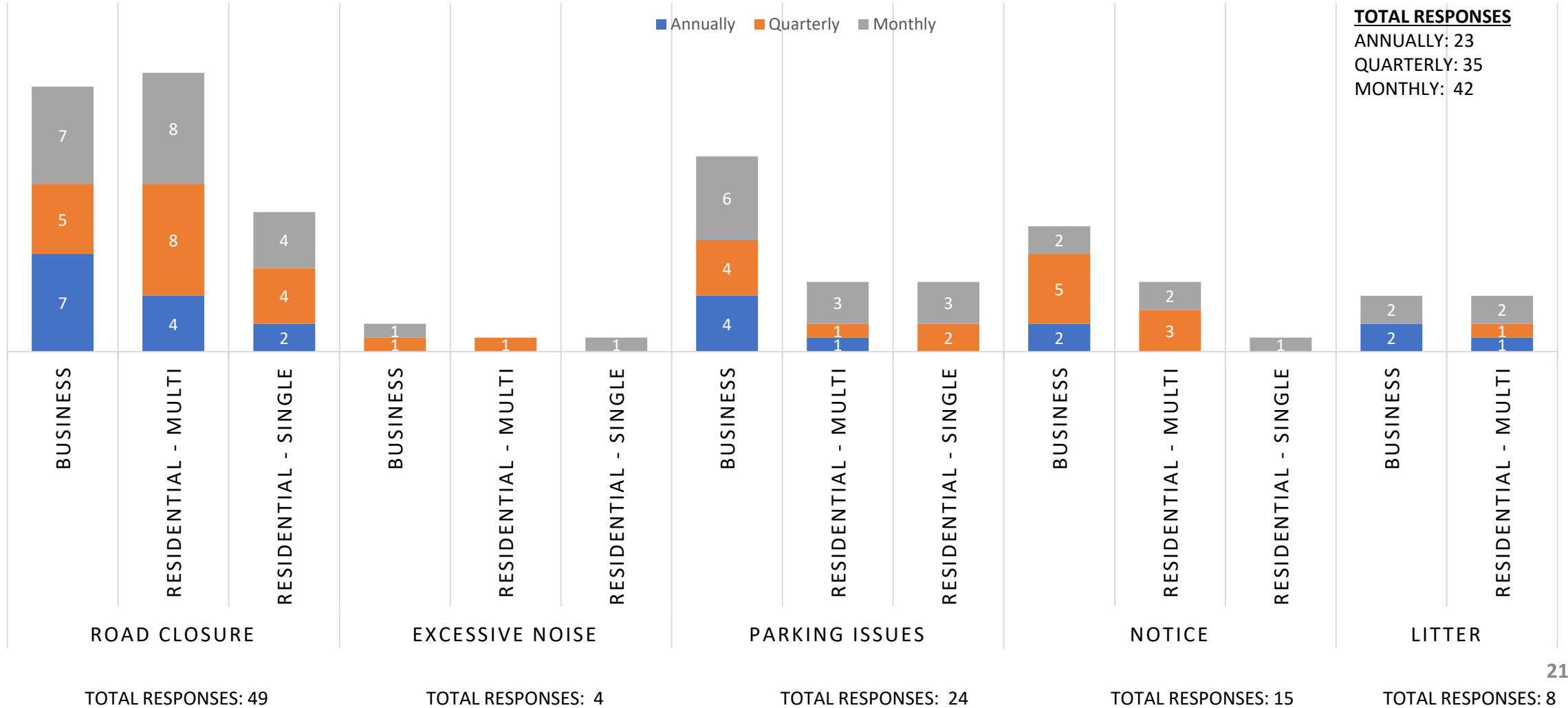
## Total of survey responses in each High Impact Area by frequency

HIGH IMPACT AREA	MONTHLY	QUARTERLY	ANNUALLY	TOTAL RESPONSES
AMERICAN AIRLINES / VICTORY PARK	42	35	23	100
BISHOP ARTS DISTRICT	27	28	19	74
CENTRAL BUSINESS DISTRICT	96	69	36	201
CITY HALL PLAZA	32	44	35	111
DALLAS ARTS DISTRICT	44	42	32	118
DALLAS DESIGN DISTRICT	12	23	21	56
DEEP ELLUM	53	36	49	138
FAIR PARK	21	21	53	95
KLYDE WARREN PARK	56	41	27	124
LOWER GREEN	32	29	53	114
MAIN STREET GARDEN	40	58	36	134
OAK LAWN PARK / TURTLE CREEK AREA	15	28	40	83
REUNION LAWN	12	13	22	47
UPTOWN	15	25	35	75
WEST DALLAS	12	18	29	59

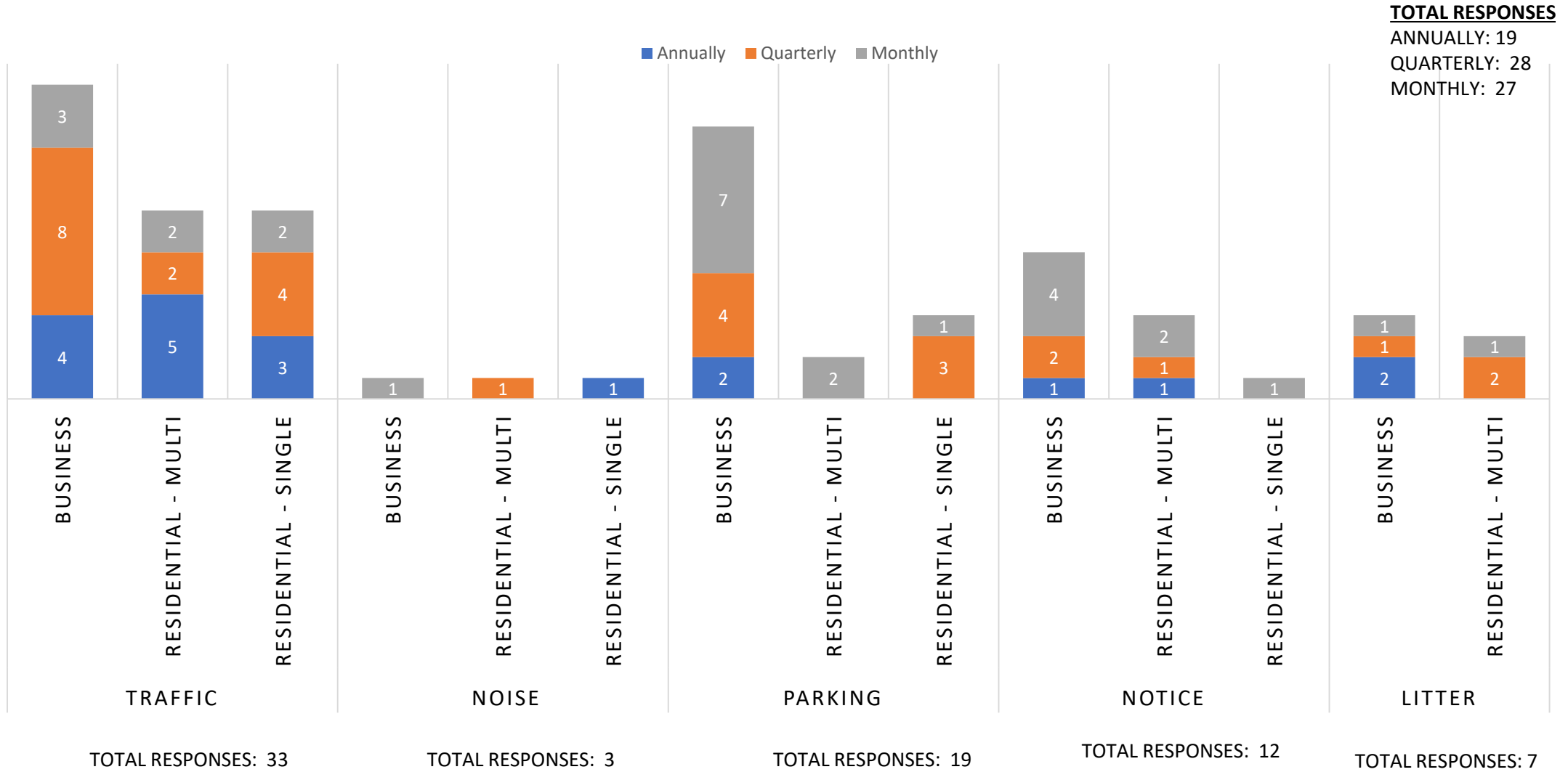
## Total of survey responses in each High Impact Area by category

HIGH IMPACT AREA	BUSINESS	RESIDENTIAL - MULTI TENANT	RESIDENTIAL - SINGLE FAMILY	TOTAL RESPONSES
AMERICAN AIRLINES / VICTORY PARK	48	35	17	100
BISHOP ARTS DISTRICT	40	19	15	74
CENTRAIL BUSINESS DISTRICT	94	78	29	201
CITY HALL PLAZA	56	39	16	111
DALLAS ARTS DISTRICT	61	40	17	118
DALLAS DESIGN DISTRICT	28	19	9	56
DEEP ELLUM	54	53	31	138
FAIR PARK	45	33	17	95
KLYDE WARREN PARK	59	46	19	124
LOWER GREENVILLE	49	29	42	120
MAIN STREET GARDEN	43	75	16	134
OAK LAWN / TURTLE CREEK AREA	31	35	17	83
REUNION LAWN	22	17	8	47
UPTOWN	34	27	14	75
WEST DALLAS	27	18	14	59

# AMERICAN AIRLINES / VICTORY PARK



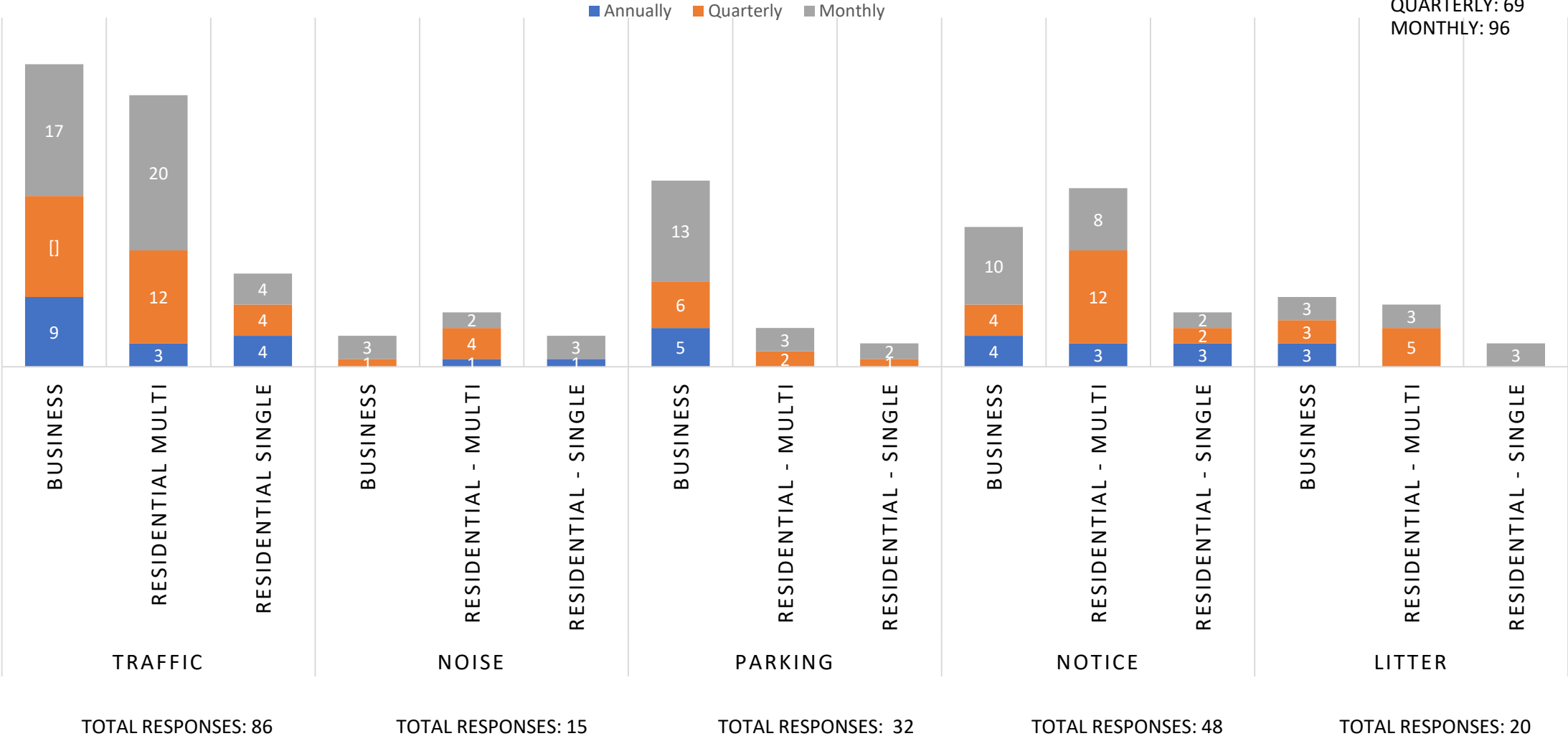
# BISHOP ARTS DISTRICT



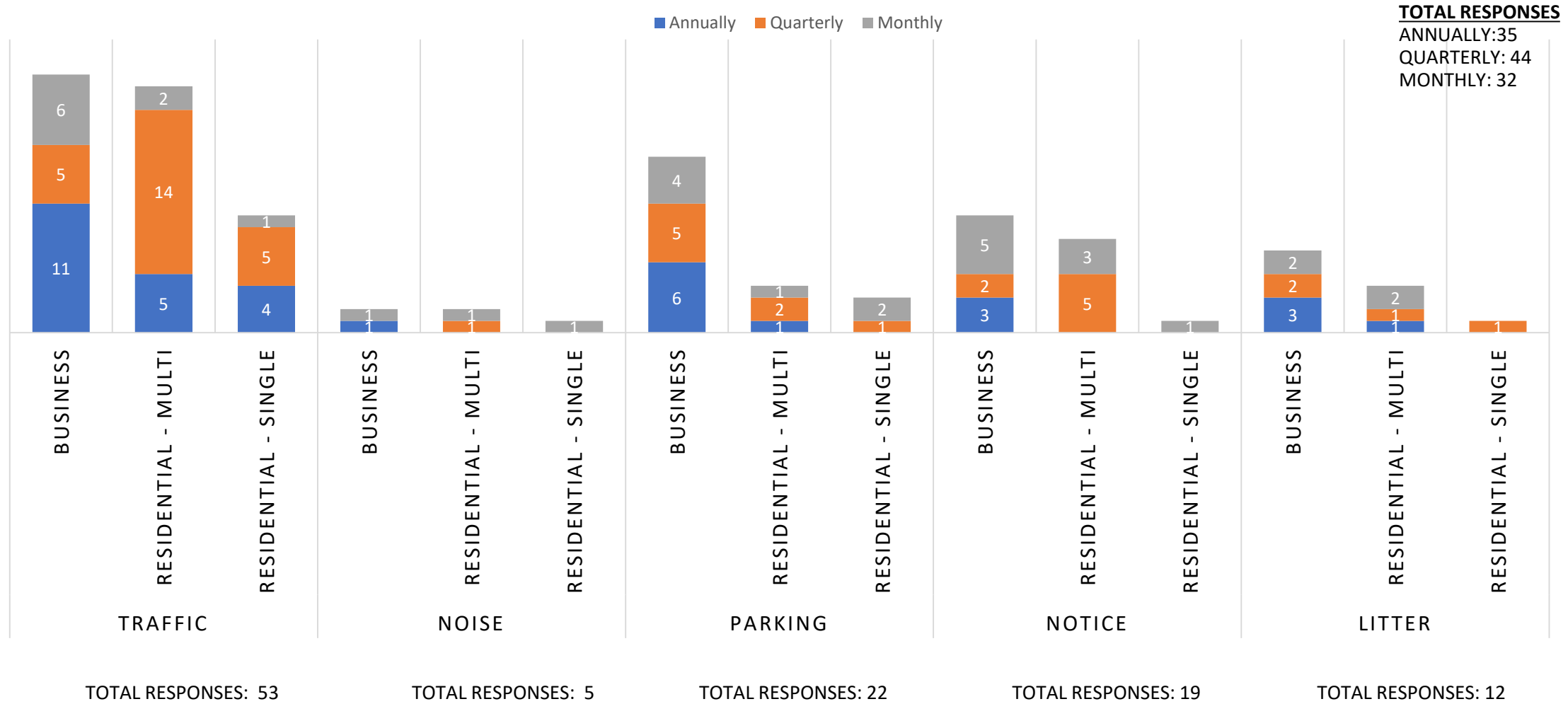


# CENTRAL BUSINESS DISTRICT

**TOTAL RESPONSES**  
 ANNUALLY: 36  
 QUARTERLY: 69  
 MONTHLY: 96



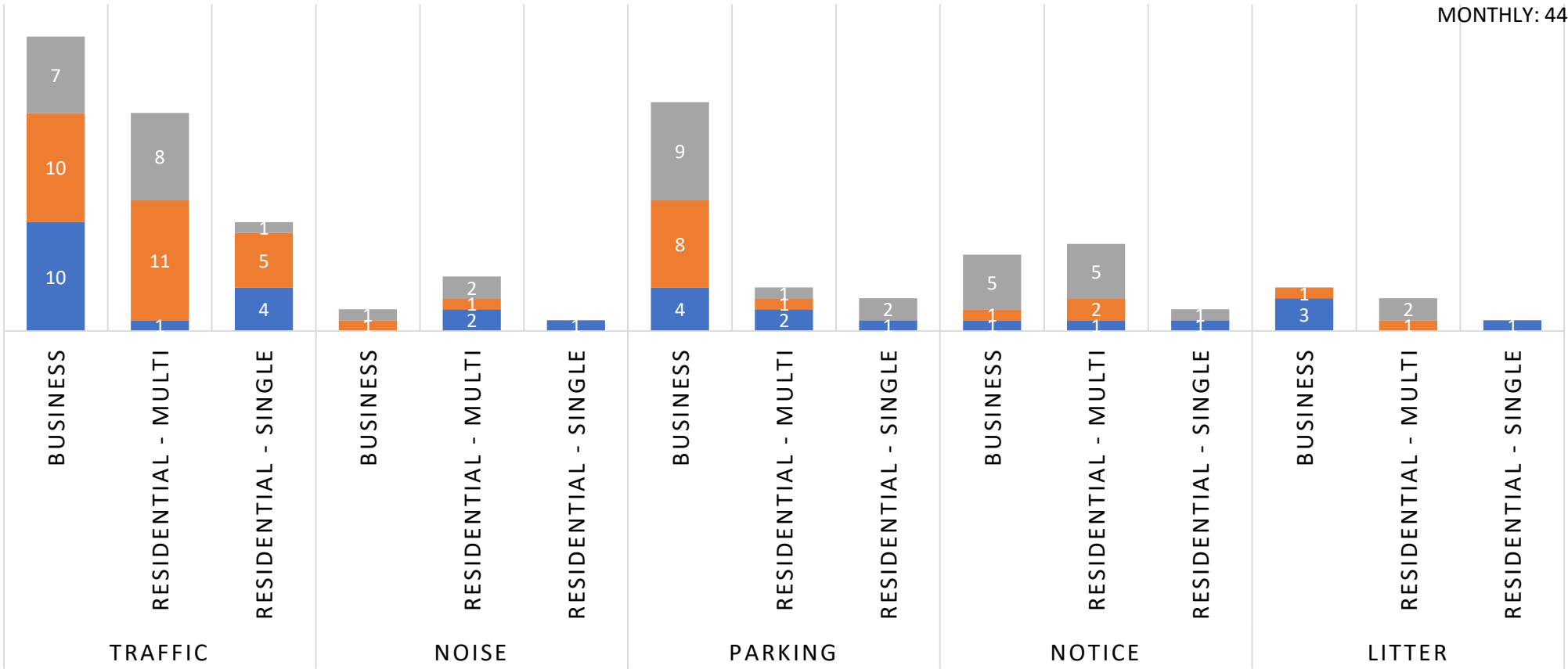
# CITY HALL PLAZA



# DALLAS ARTS DISTRICT

■ Annually ■ Quarterly ■ Monthly

**TOTAL RESPONSES**  
 ANNUALLY: 32  
 QUARTERLY: 42  
 MONTHLY: 44



TOTAL RESPONSES: 57

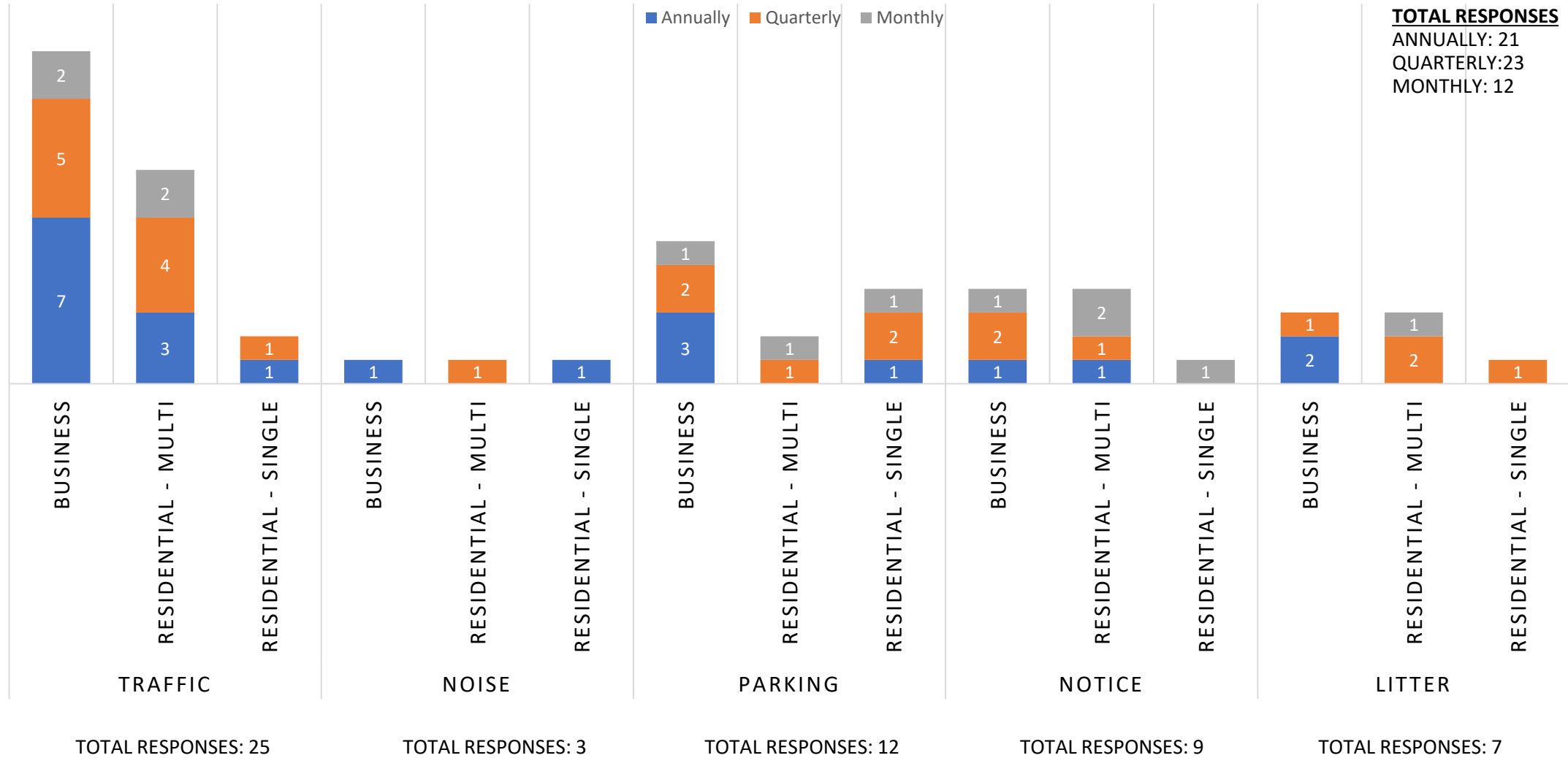
TOTAL RESPONSES: 8

TOTAL RESPONSES: 28

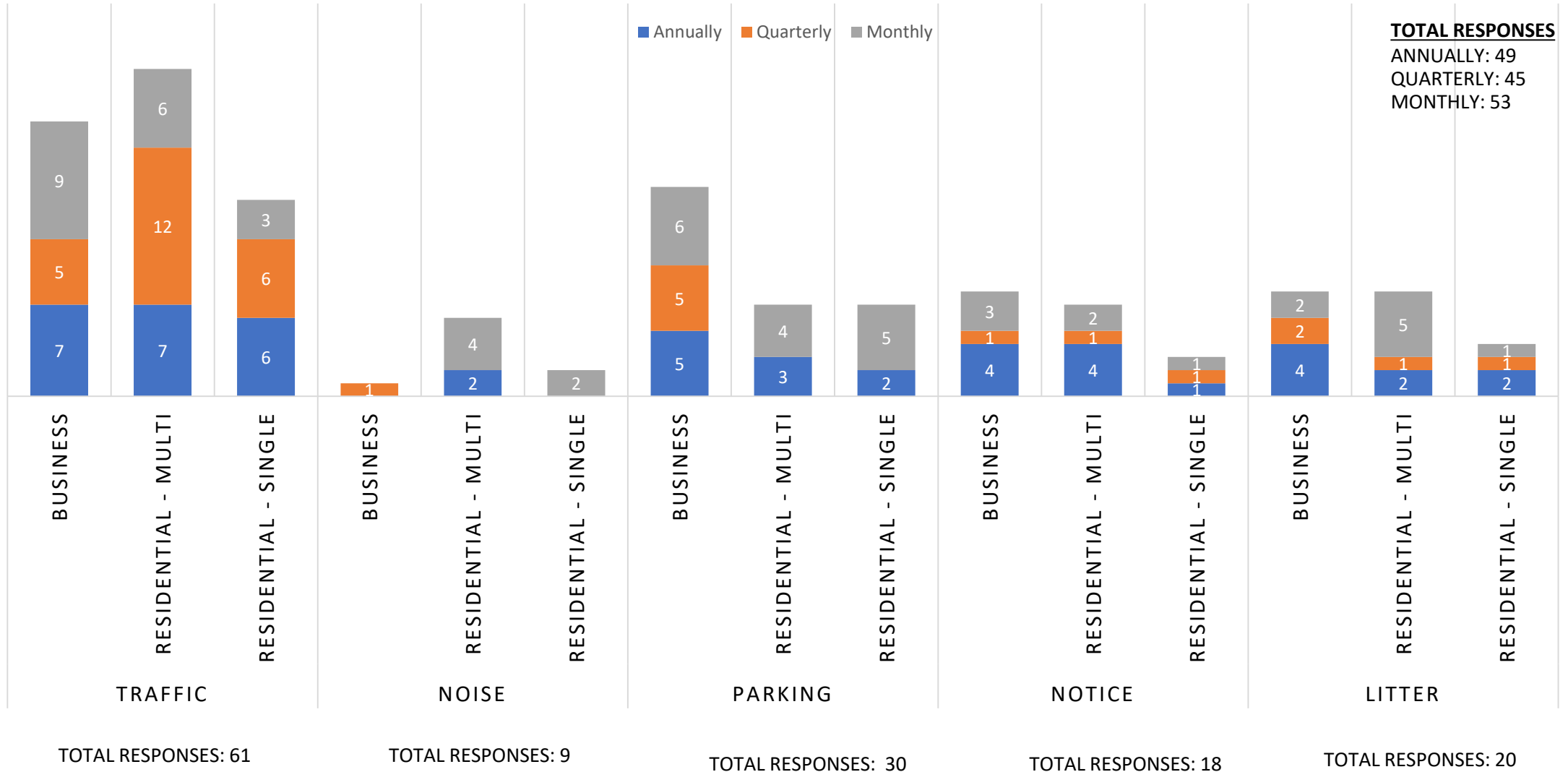
TOTAL RESPONSES: 17

TOTAL RESPONSES: 8

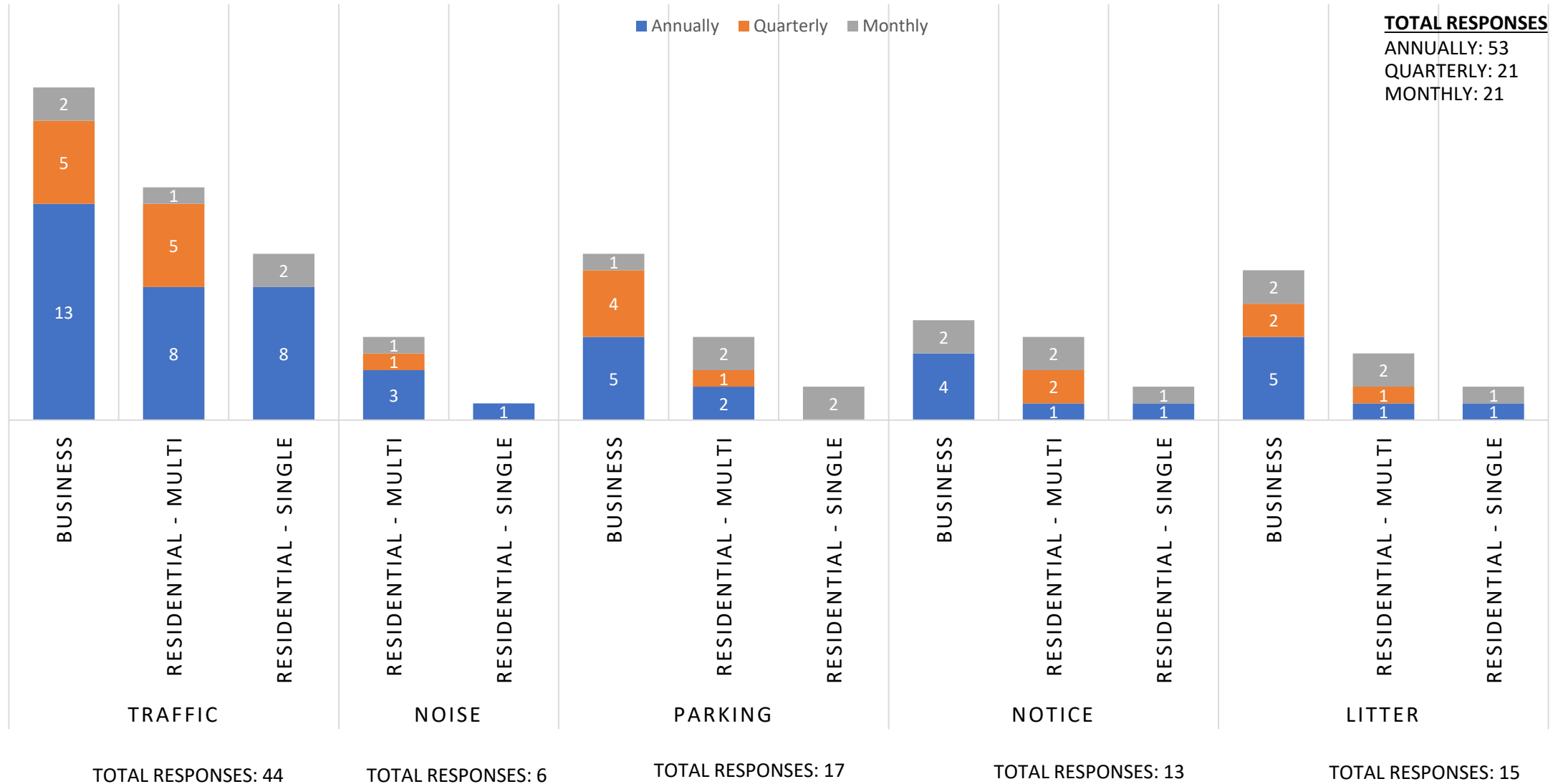
# DALLAS DESIGN DISTRICT



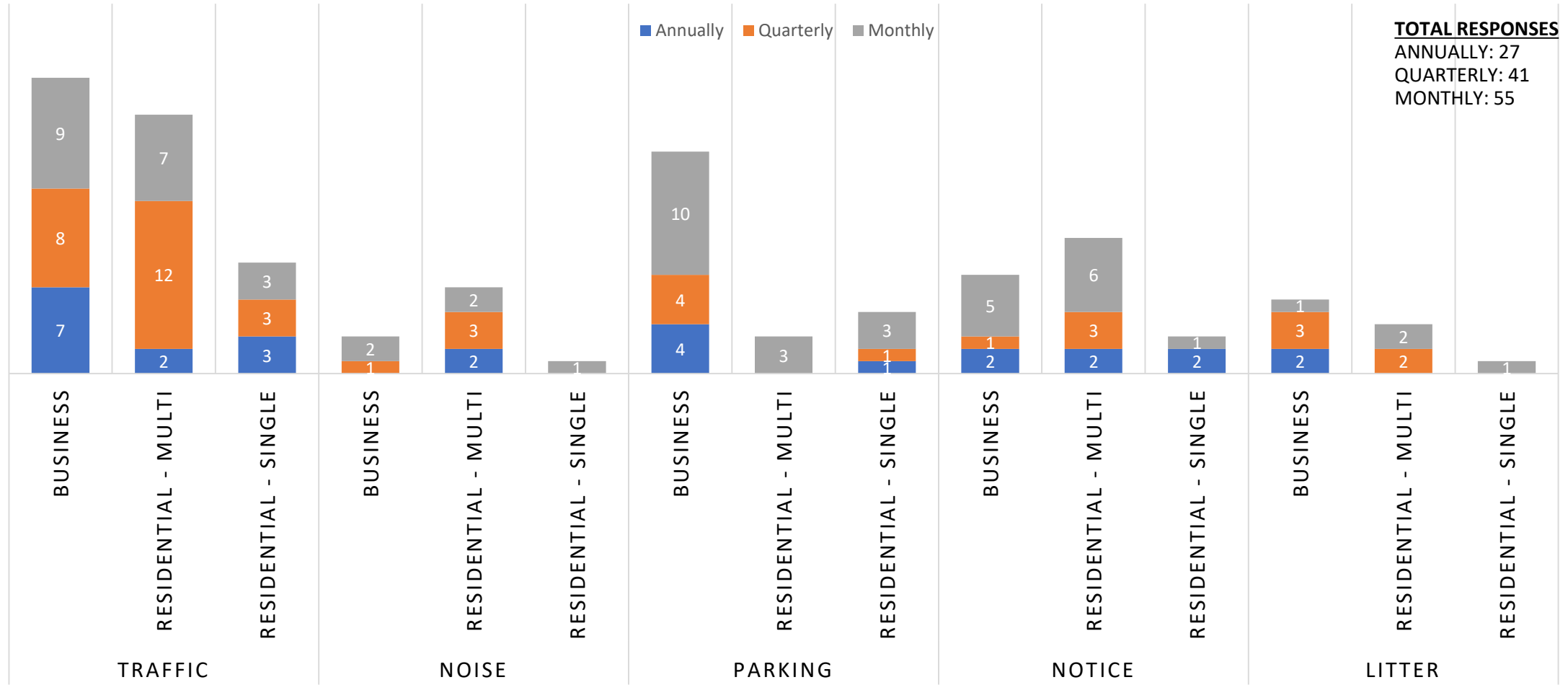
# DEEP ELLUM



# FAIR PARK



# KLYDE WARREN PARK



TOTAL RESPONSES: 54

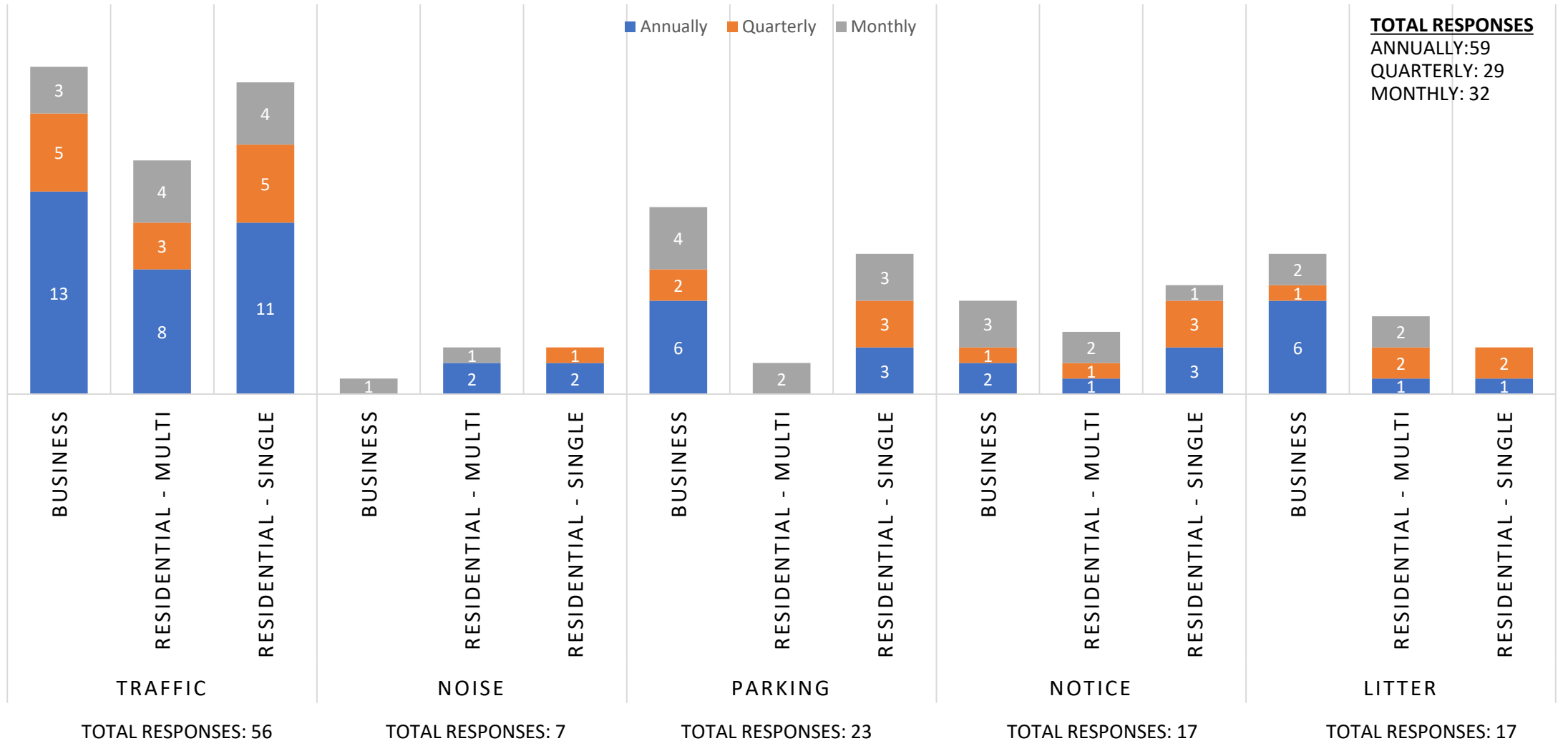
TOTAL RESPONSES: 11

TOTAL RESPONSES: 26

TOTAL RESPONSES: 22

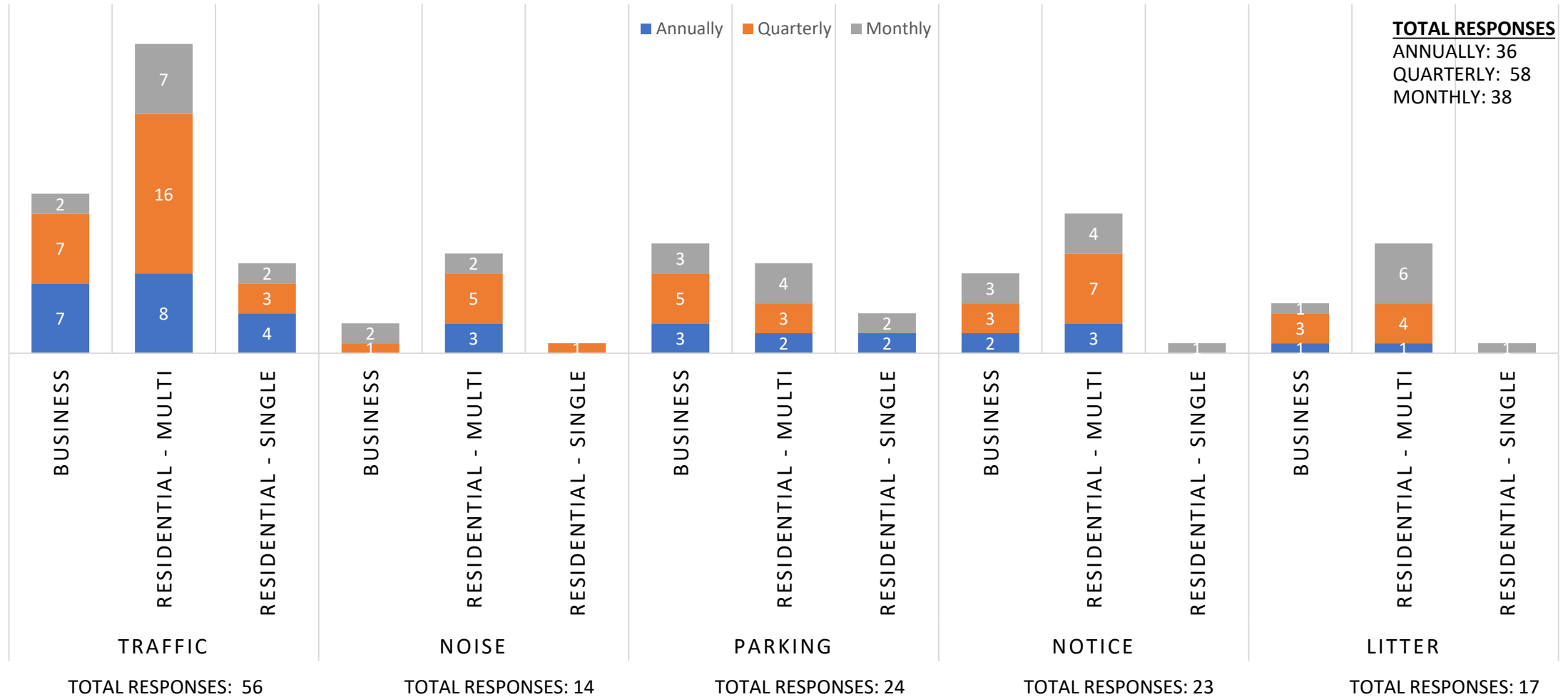
TOTAL RESPONSES: 11

# LOWER GREENVILLE

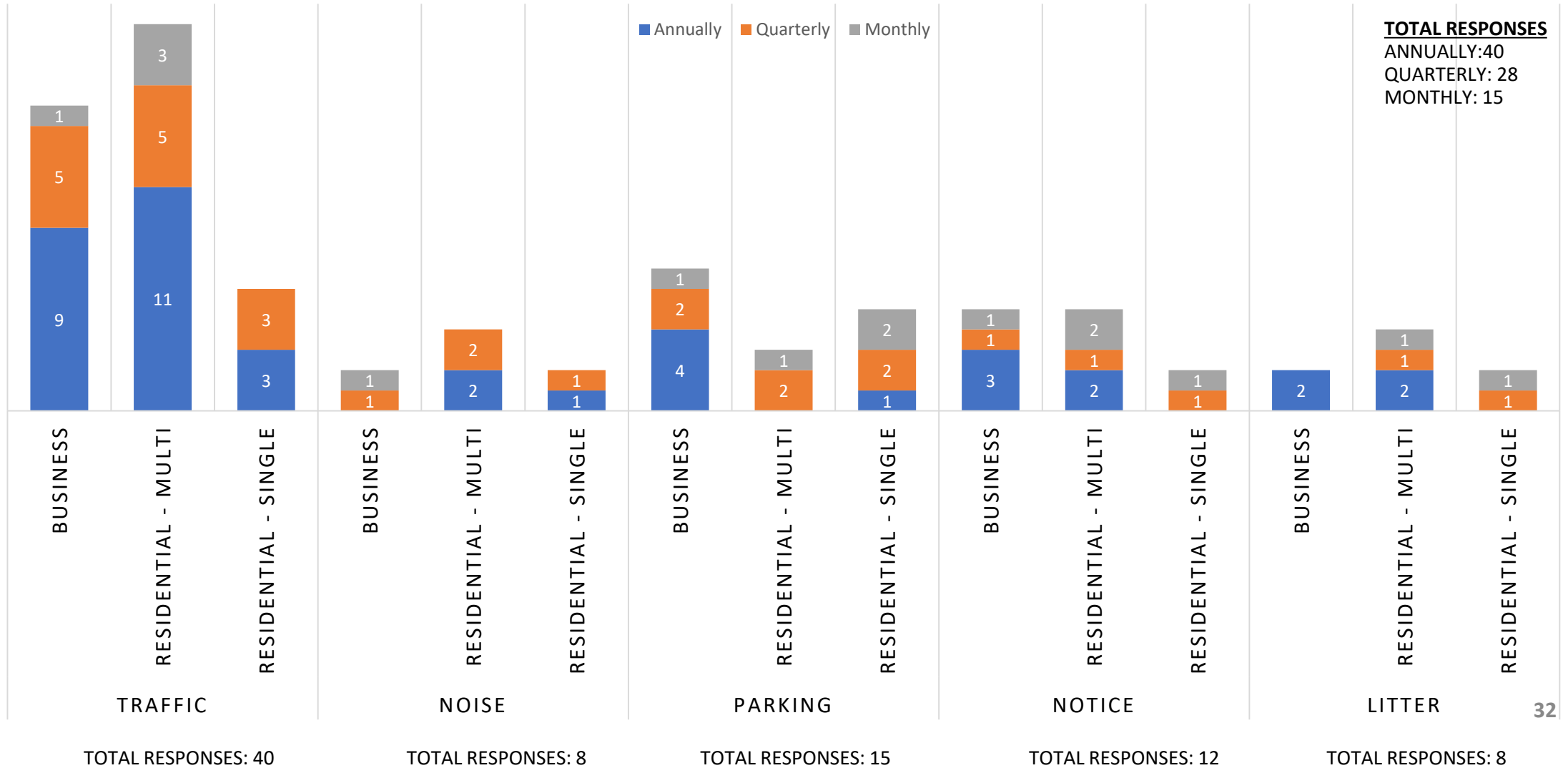




# MAIN STREET GARDEN



# OAK LAWN PARK / TURTLE CREEK AREA

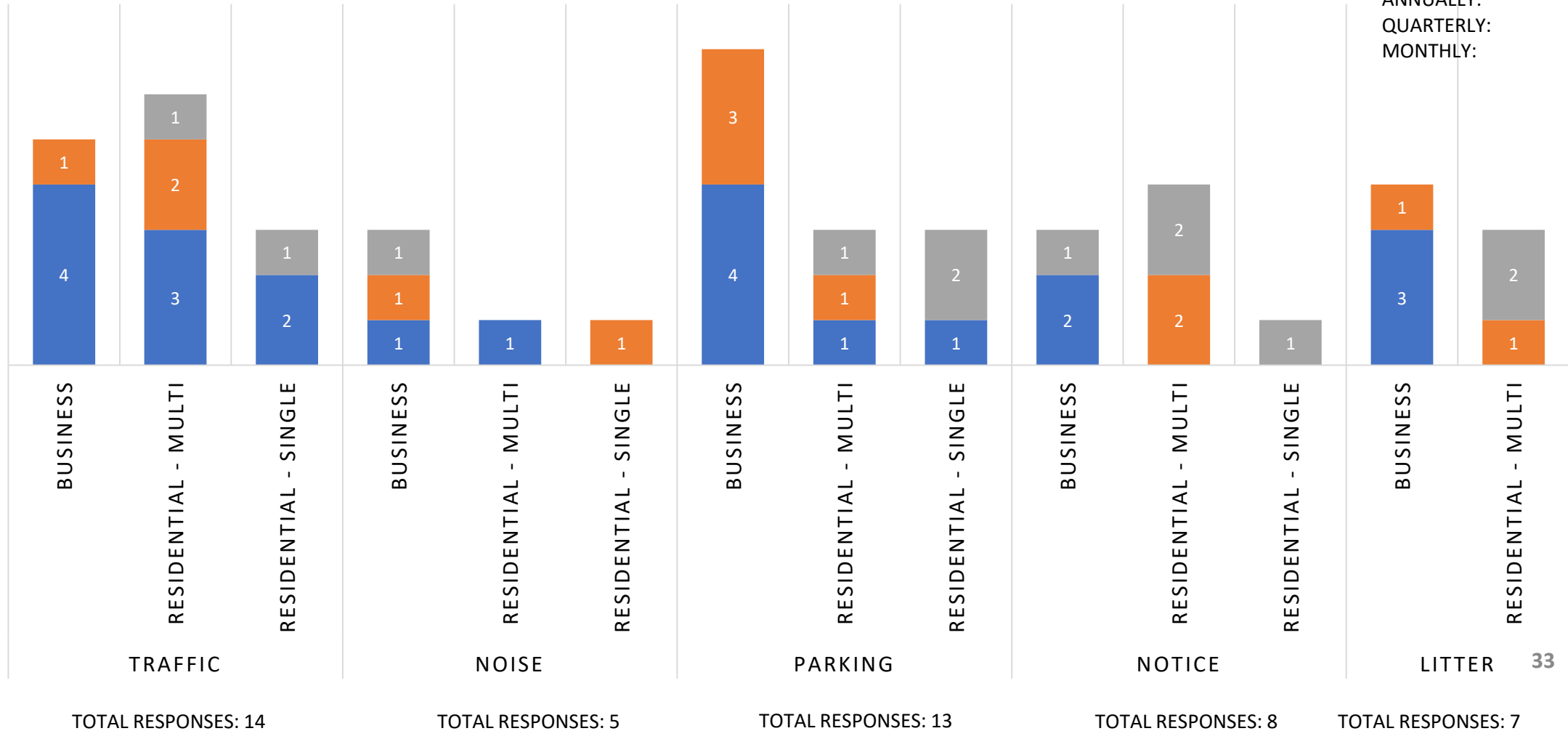


# REUNION LAWN

■ Annually ■ Quarterly ■ Monthly

**TOTAL RESPONSES**

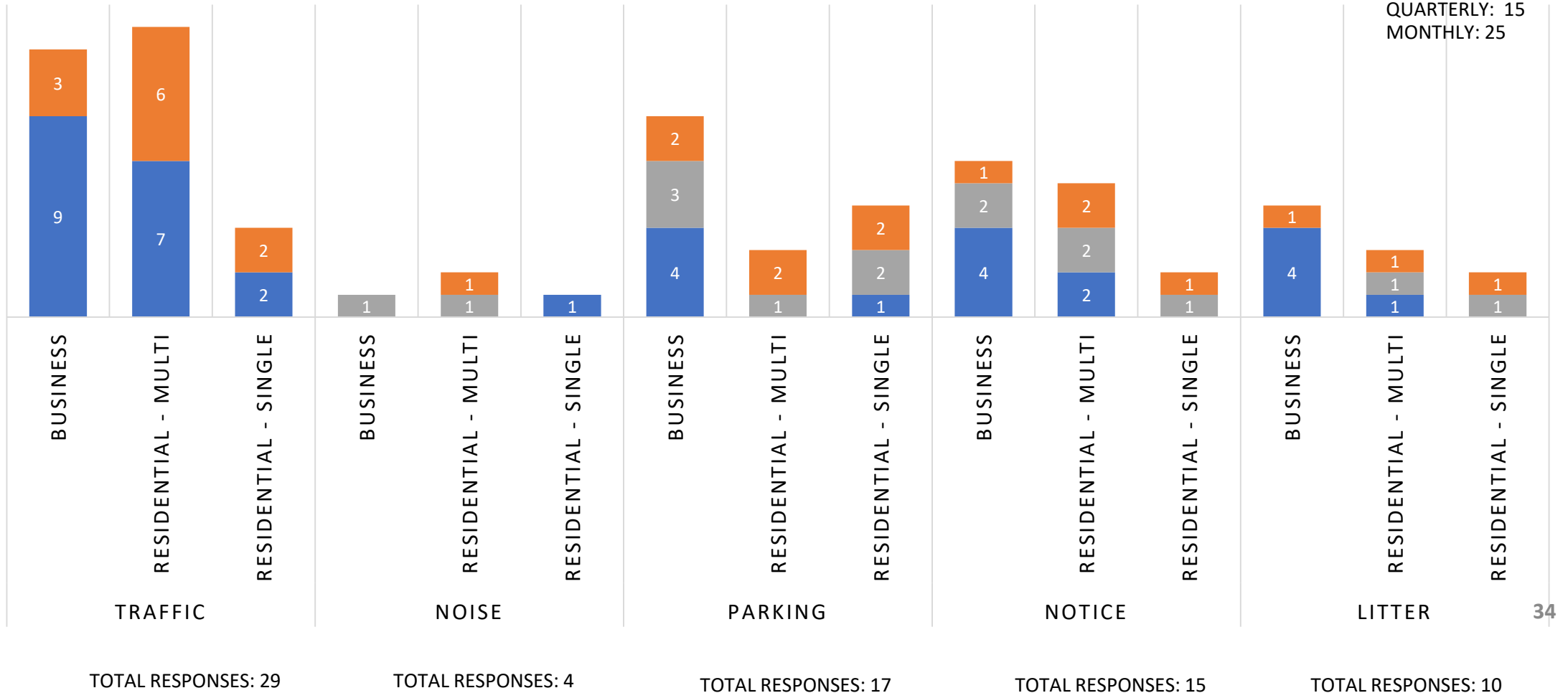
ANNUALLY:  
QUARTERLY:  
MONTHLY:



# UPTOWN

■ Annually ■ Quarterly ■ Monthly

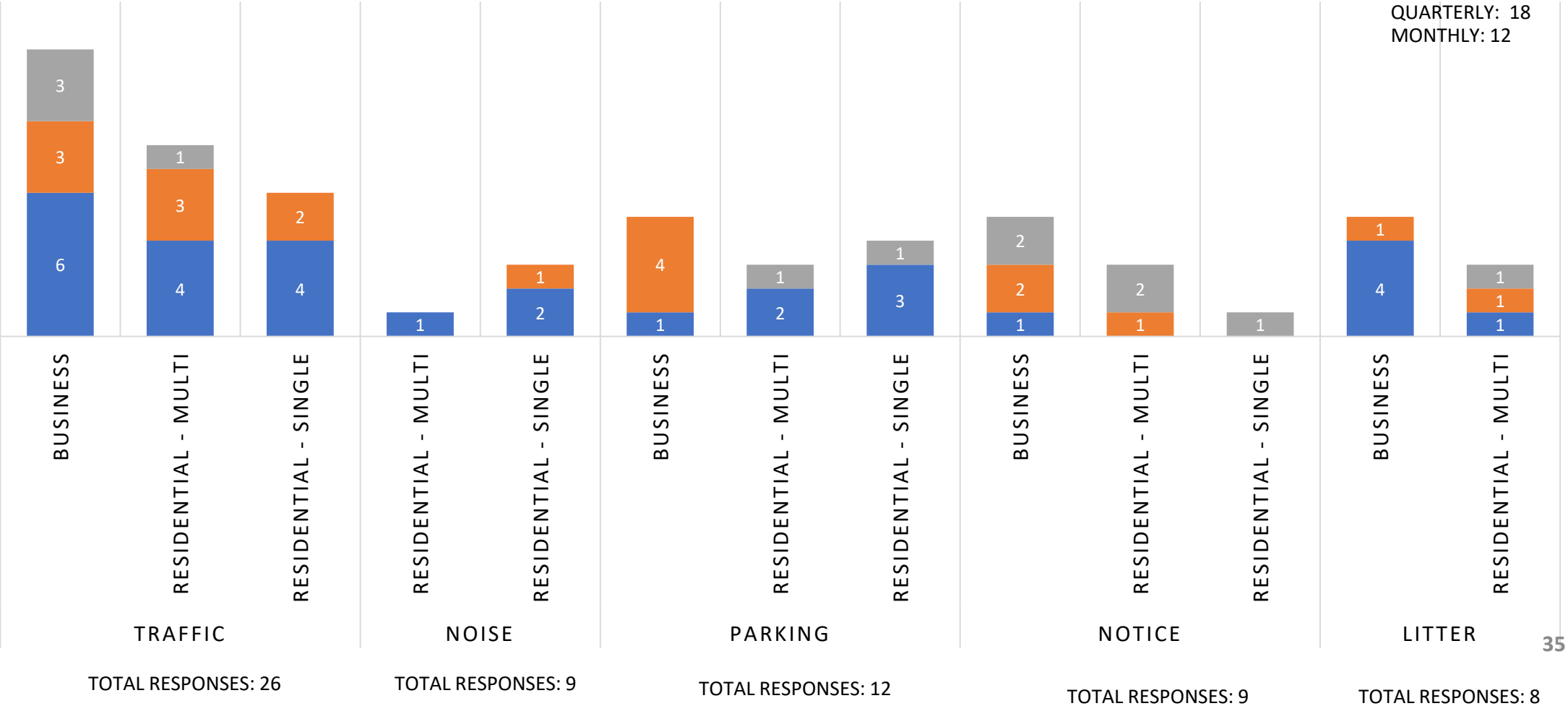
**TOTAL RESPONSES**  
 ANNUALLY: 35  
 QUARTERLY: 15  
 MONTHLY: 25



# WEST DALLAS

■ Annually ■ Quarterly ■ Monthly

**TOTAL RESPONSES**  
 ANNUALLY: 29  
 QUARTERLY: 18  
 MONTHLY: 12





## City of Dallas Office of Special Events - Special Event Impact Information

The City of Dallas is requesting your input. Your insight and feedback are essential to help us understand how temporary outdoor special events impact your daily life.

This survey includes several questions and should only take a few minutes to complete.

Thank you for participating in the High Impact Information Survey for the City of Dallas Office of Special Events.

Gracias por participar en la encuesta sobre Impacto de Eventos Especiales para la Ciudad de Dallas. Su retroalimentación y opinión son importante para nosotros. Esta encuesta incluye solo unas preguntas y debe tomar unos minutos para completar.

### 1. Please select your language

- English
- Spanish

Save

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2019 City of Dallas Office of Special Events Impact Information

Co

## City of Dallas Office of Special Events - Special Event Impact Information

2. In which City Council district do you live?

Please select one ...

3. Please share your e-mail address if you would like to receive future communications regarding special events (traffic advisories etc.) in your area.

My e-mail address is

I want to hear about impacts in the following zip code:

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2019 City of Dallas Office of Special Events Impact Information

as

## City of Dallas Office of Special Events - Special Event Impact Information

4. Do you experience ROAD CLOSURES /TRAFFIC CONGESTION as a result of temporary outdoor special events?

No

Yes

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2019 City of Dallas Office of Special Events Impact Information



## City of Dallas Office of Special Events - Special Event Impact Information

5. Please select which *best* describes the location at which you experience ROAD CLOSURES/TRAFFIC CONGESTION as a result from temporary outdoor special events:

- Business
- Residential - single family
- Residential - multi tenant

6. *Where and how often* do you experience ROAD CLOSURES/TRAFFIC CONGESTION?

	Not at all	Annually	Quarterly	Monthly
Central Business District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dallas Arts District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
City Hall Plaza	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Klyde Warren Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Main Street Garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reunion Lawn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bishop Arts District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
West Dallas (La Bajada, Trinity Groves, Ronald Kirk Pedestrian Bridge)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Turtle Creek/Oak Lawn Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uptown	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
American Airlines Center/Victory Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Design District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deep Ellum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lower Greenville Avenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fair Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**7.**

**Would you like to provide us any more details (event name, time of year, time of day, etc.) on the ROAD CLOSURES/TRAFFIC CONGESTION experienced:**

**8. Do you have any recommendations to mitigate and/or resolve the above impact(s)?**

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2019 City of Dallas Office of Special Events Impact Information

## City of Dallas Office of Special Events - Special Event Impact Information

9. Do you experience EXCESSIVE NOISE as a result of temporary outdoor special events?

Yes

No

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2019 City of Dallas Office of Special Events Impact Information



### City of Dallas Office of Special Events - Special Event Impact Information

10. Please select which *best* describes the location at which you experience EXCESSIVE NOISE as a result from temporary outdoor special events:

- Business
- Residential - single family
- Residential - multi tenant

11. Where and how often do you experience EXCESSIVE NOISE?

	Not at all	Annually	Quarterly	Monthly
Central Business District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dallas Arts District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
City Hall Plaza	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Klyde Warren Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Main Street Garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reunion Lawn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bishop Arts District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
West Dallas (La Bajada, Trinity Groves, Ronald Kirk Pedestrian Bridge)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Turtle Creek/Oak Lawn Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uptown	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
American Airlines Center/Victory Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Design District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deep Ellum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lower Greenville Avenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fair Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12.

Would you like to provide us any more details (event name, time of year, time of day, etc.) on the EXCESSIVE NOISE experienced:

13. Do you have any recommendations to mitigate and/or resolve the above impact(s)?

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2019 City of Dallas Office of Special Events Impact Information

Completed: 43%

## City of Dallas Office of Special Events - Special Event Impact Information

14. Do you experience PARKING ISSUES as a result of temporary outdoor special events?

Yes

No

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2019 City of Dallas Office of Special Events Impact Information



### City of Dallas Office of Special Events - Special Event Impact Information

15. Please select which *best* describes the location at which you experience **PARKING ISSUES** as a result from temporary outdoor special events:

- Business
- Residential - single family
- Residential - multi tenant

16. *Where and how often* do you experience **PARKING ISSUES?**

	Not at all	Annually	Quarterly	Monthly
Central Business District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dallas Arts District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
City Hall Plaza	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Klyde Warren Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Main Street Garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reunion Lawn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bishop Arts District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
West Dallas (La Bajada, Trinity Groves, Ronald Kirk Pedestrian Bridge)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Turtle Creek/Oak Lawn Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uptown	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
American Airlines Center/Victory Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Design District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deep Ellum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lower Greenville Avenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fair Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**17.**  
Would you like to provide us any more details (event name, time of year, time of day, etc.) on the PARKING ISSUES experienced:

**18. Do you have any recommendations to mitigate and/or resolve the above impact(s)?**

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## City of Dallas Office of Special Events - Special Event Impact Information

19. Do you experience a LACK OF ADVANCED NOTIFICATION from temporary outdoor special events?

No

Yes

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2019 City of Dallas Office of Special Events Impact Information



### City of Dallas Office of Special Events - Special Event Impact Information

20. Please select which *best* describes the location at which you experience a LACK OF ADVANCED NOTIFICATION from temporary outdoor special events:

- Business
- Residential - single family
- Residential - multi tenant

21. *Where and how often* do you experience a LACK OF ADVANCED NOTIFICATION?

	Not at all	Annually	Quarterly	Monthly
Central Business District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dallas Arts District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
City Hall Plaza	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Klyde Warren Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Main Street Garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reunion Lawn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bishop Arts District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
West Dallas (La Bajada, Trinity Groves, Ronald Kirk Pedestrian Bridge)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Turtle Creek/Oak Lawn Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uptown	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
American Airlines Center/Victory Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Design District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deep Ellum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lower Greenville Avenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fair Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

22. Would you like to provide us any more details (event name, time of year, time of day etc.) on the LACK OF ADVANCED NOTIFICATION from temporary outdoor special events that you have experienced?

23. Do you have any recommendations to mitigate and/or resolve the above impact(s)?

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## City of Dallas Office of Special Events - Special Event Impact Information

24. Do you experience POST EVENT LITTER as a result of temporary outdoor special events?

No

Yes

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2019 City of Dallas Office of Special Events Impact Information

Comp



### City of Dallas Office of Special Events - Special Event Impact Information

25. Please select which *best* describes the location at which you experience POST EVENT LITTER as a result from temporary outdoor special events:

- Business
- Residential - single family
- Residential - multi tenant

26. *Where and how often* do you experience POST EVENT LITTER?

	Not at all	Annually	Quarterly	Monthly
Central Business District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dallas Arts District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
City Hall Plaza	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Klyde Warren Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Main Street Garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reunion Lawn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bishop Arts District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
West Dallas (La Bajada, Trinity Groves, Ronald Kirk Pedestrian Bridge)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Turtle Creek/Oak Lawn Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uptown	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
American Airlines Center/Victory Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Design District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deep Ellum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lower Greenville Avenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fair Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

27.

Would you like to provide us any more details (event name, time of year, time of day, etc.) on the POST EVENT LITTER experienced from temporary outdoor special events:

28. Do you have any recommendations to mitigate and/or resolve the above impact(s)?

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## City of Dallas Office of Special Events - Special Event Impact Information

29. Are there any other impacts related to temporary outdoor special events that you would like to tell us about?

30. Please share any additional comments regarding the City of Dallas Office of Special Events in the space provided. Thank you for your time on this survey.

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Submit

# EXHIBIT C

## 2018 Citywide Stakeholder Survey Respondents by Zip code/Council District



Zip Code	Percent of respondents	Total Respondents	Associated Council District(s)
75201	8.03%	60	2, 14
75248	6.83%	51	11, 12
75208	6.43%	48	1, 6
75229	6.02%	45	6, 13
75206	5.35%	40	2, 14
75214	5.09%	38	2, 9, 14
75238	4.15%	31	9, 10
75219	4.02%	30	2, 14
75230	4.02%	30	11, 13
75217	3.48%	26	5, 7, 8
75228	3.48%	26	7, 9
75218	2.95%	22	9
75204	2.54%	19	2, 14
75209	2.54%	19	2, 13
75211	2.41%	18	1, 3, 6
75243	2.28%	17	10, 11
75235	2.14%	16	2
75224	2.01%	15	1, 4
75227	2.01%	15	5, 7
75202	1.74%	13	2, 14
75220	1.34%	10	2, 6, 13
75233	1.34%	10	3
75249	1.34%	10	3
75225	1.20%	9	13
75215	1.07%	8	2, 7
75223	1.07%	8	2, 7, 14
75232	1.07%	8	4, 8
75226	0.94%	7	2, 7
75241	0.94%	7	4, 8

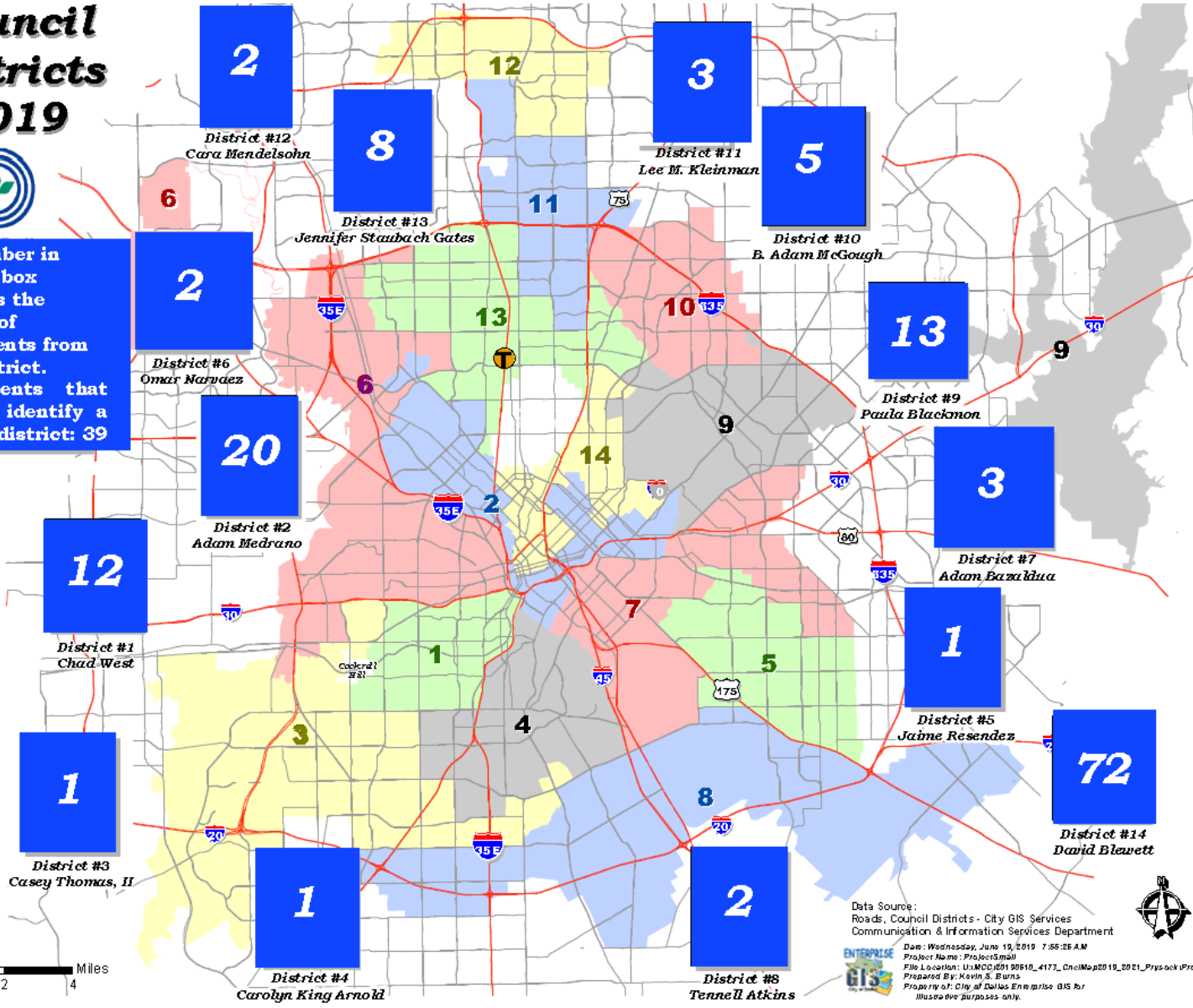
<b>Zip Code</b>	<b>Percent of respondents</b>	<b>Total Respondents</b>	<b>Associated Council District(s)</b>
75244	0.80%	6	13
75253	0.80%	6	8
75254	0.80%	6	11
75231	0.67%	5	9, 10, 13
75205	0.54%	4	14
75216	0.54%	4	4, 7, 8
75246	0.54%	4	2, 14
75203	0.40%	3	1, 4
75240	0.27%	2	11, 13
75251	0.27%	2	11
75207	0.13%	1	1, 2, 6
75234	0.13%	1	6
75237	0.13%	1	3, 8
75242	0.13%	1	14

2019 High Impact  
Survey  
Respondents  
by Council  
District

# Council Districts 2019



The number in the blue box indicates the number of respondents from each district. Respondents that did not identify a Council district: 39



Data Source:  
 Roads, Council Districts - City GIS Services  
 Communication & Information Services Department  
 Date: Wednesday, June 19, 2019 7:55:26 AM  
 Project Name: ProjectsSmall  
 File Location: U:\MDC\091\09610\_4173\_ColMap2019\_2021\_Physock (Pro)  
 Prepared By: Kevin S. Burns  
 Property of City of Dallas Enterprise GIS for illustrative purposes only.



# Office of Special Events High Impact Areas

*Fiscal Year 2020 (October 2019 to September 2020)*

## DEFINITIONS

### NON-GEOGRAPHIC RESTRICTIONS

1. BISHOP ARTS DISTRICT
2. CENTRAL BUSINESS DISTRICT (CBD)
  - A. CITY HALL PLAZA
  - B. DALLAS ARTS DISTRICT
  - C. MAIN STREET GARDEN PARK
  - D. REUNION LAWN / HYATT REGENCY HOTEL
  - E. YOUNG STREET MEDIAN
3. DALLAS DESIGN DISTRICT
4. DEEP ELLUM
5. FAIR PARK AREA
6. KATY TRAIL
7. LAKE RAY HUBBARD
8. LOWER GREENVILLE AVENUE
9. MARGARET HUNT HILL BRIDGE (MHHB) GUIDELINES
10. OAK LAWN PARK / TURTLE CREEK AREA
11. OJOS LOCOS SPORTS CANTINA – TECHNOLOGY BLVD.
12. SWISS AVENUE ('BIG SWISS')
13. TEXAS HORSE PARK
14. UPTOWN
15. VICTORY PARK
16. WEST DALLAS (RONALD KIRK PEDESTRIAN BRIDGE, LA BAJADA)





## DEFINITIONS

- **Rush Hour:**
  - Monday through Friday (excluding holidays)
  - 7 - 9 a.m. and 3:30 - 6:30 p.m.
- **Week Day:**
  - Monday through Friday (excluding holidays)
- **Event Impact:**
  - A given event may impact the quality of life of surrounding residents and businesses in several ways including but not limited to street restrictions and closures, additional traffic, parking restrictions, crowds, general noise and outdoor amplified sound.

## NON-GEOGRAPHIC RESTRICTIONS

- **OU/TX Weekend**
  - No new events on Friday night, Saturday or Sunday will be permitted
- **State Fair Dates**
  - No new complex events or events with street closures will be permitted during the State Fair of Texas
  - Requests for new simple and moderate events with no street closures will be addressed on a case-by-case basis
- **St. Patrick's Day on Greenville Avenue**
  - No new events will be permitted without written approval from the Chief of Police, Fire Chief and the Director of Transportation
- **Only one large complex static or moving event in a given area will be permitted on any given day (events that require in of excess 100 officers)**





### BISHOP ARTS DISTRICT

- No thoroughfare, arterial or a community collector closure during rush hour.
- No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
- Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
- Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 9 a.m.
- A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.
- Outdoor amplified sound after 10 p.m. will not be permitted.

### NOTIFICATION REQUIREMENTS

- **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. [Itemize on the Notification Verification Form.](#)
- **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. [Itemize on the Notification Verification Form.](#)

### Bishop Arts District

Bounded by West Davis Street, West 9th Street, North Zang Boulevard and North Tyler Street





### CENTRAL BUSINESS DISTRICT (CBD)

- No thoroughfare, arterial or a community collector closure during rush hour.
- No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
- Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
- Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 9 a.m.
- A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

### NOTIFICATION REQUIREMENTS

- **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form. **Itemize on the Notification Verification Form.**
- **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form. **Itemize on the Notification Verification Form.**
- The applicant of a Complex Static or Moving event is requested to send a copy of the event notification to Downtown Dallas Inc. for distribution across stakeholder groups. Send the notification as a PDF attachment to an email:

TO: [info@downtowndallas.com](mailto:info@downtowndallas.com)

CC: **your assigned OSE permit coordinator**

SUBJECT: Please distribute Special Event Notification

### Central Business District

Bounded by Woodall Rodgers Freeway, Interstate 30, N. Central Expressway and Interstate 35E







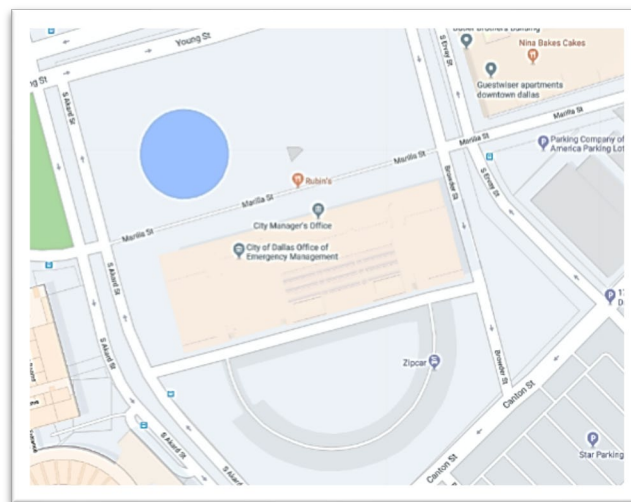
## CITY HALL PLAZA

### VENUE SPECIFIC REQUIREMENTS

- The site plan is subject to approval from the Dallas Security Division.
- Hire a minimum of 2 off-duty Dallas Security Officers during the event.
- Hire 2 off-duty Dallas Security Officers during event set-up and tear-down.
- Hire a minimum of 2 additional off-duty Dallas Security Officers when restricting City Hall Garage entrances/exits and provide way-finding signage.
- Barricade and/or secure the Henry Moore sculpture to prevent physical access to the sculpture. Provide a 15-foot perimeter around the sculpture, free of event related equipment and apparatus.
- Ensure no swimming or wading in the fountain and pond on City Hall Plaza.
- Applicant shall provide all event related equipment and support services.
- No parking of vehicles on City Hall Plaza; immediate loading and unloading only.
- No parking or set up allowed in the ZIP CAR reserved parking spots; towing enforced.
- Event activation which may interrupt or disturb City Hall employees and/or operations, shall not begin prior to 5 p.m. on weekdays.
- Port-o-lets and dumpsters shall be placed north of Marilla Street, along South Akard Street and/or Browder Street.
- Applicant is responsible for expenses related to electrical, water use and security.
- Ensure no damage to City property, plant material, turf, irrigation system, the pool/fountain, air vents and/or building. Any damages, because of this event, will be the financial responsibility of the applicant.
- The footprint of an event is subject to approval for weight limits by the City's Engineer. Provide OSE a comprehensive event footprint to include weight limits of the entire activation, including expected attendance upon request.
- **CBD high impact area restrictions and requirements apply.**

### City Hall Plaza

Bounded by Young Street, Canton Street, Browder Street and South Akard Street





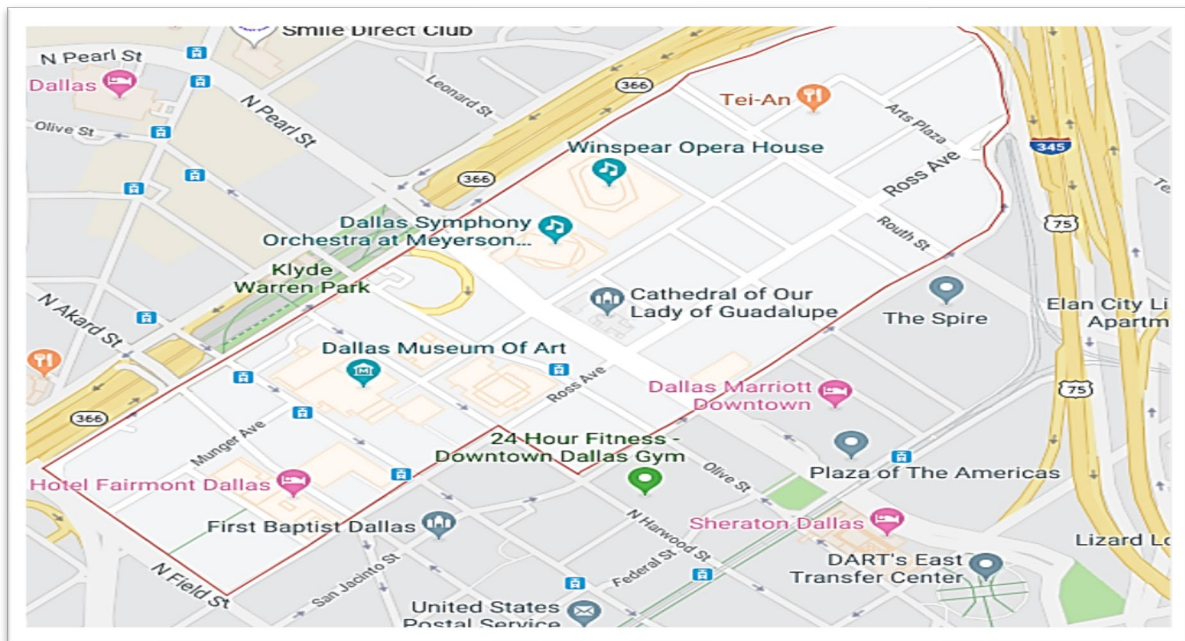
## DALLAS ARTS DISTRICT

### PROPERTY AUTHORIZATION

- When the event is to be hosted and /or sponsored by a non-Arts District venue, the applicant is required to meet with the Dallas Arts Foundation to identify availability and to secure property authorization approvals. **Submit a copy of the written approval or the Property Authorization form at the time of application submission (property authorization section).**
- Secure written approval of the event date, time, site map, street closure and traffic management plan from district stakeholders. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**
- When the event is to be hosted and /or sponsored by an established Dallas Arts District venue, the applicant is required to secure written approval of the event date and times; site plan; street closure and traffic management plan from each of the venues immediately adjacent to the proposed footprint. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**
- CBD high impact area restrictions and requirements apply.

### Dallas Arts District

Bounded by Woodall Rodgers Freeway EB Service Road, San Jacinto Street, Ross Avenue, North Central Expressway and North Field Street





## MAIN STREET GARDEN PARK

### PROPERTY AUTHORIZATION

- Reservation confirmation from Downtown Dallas Inc (DDI) is required. **Submit a copy of the reservation confirmation or the Property Authorization Form at the time of application submission.**
- CBD high impact area restrictions and requirements apply.

### Main Street Garden Park

Bounded by Main Street, Commerce Street, South Harwood Street and South St. Paul Street



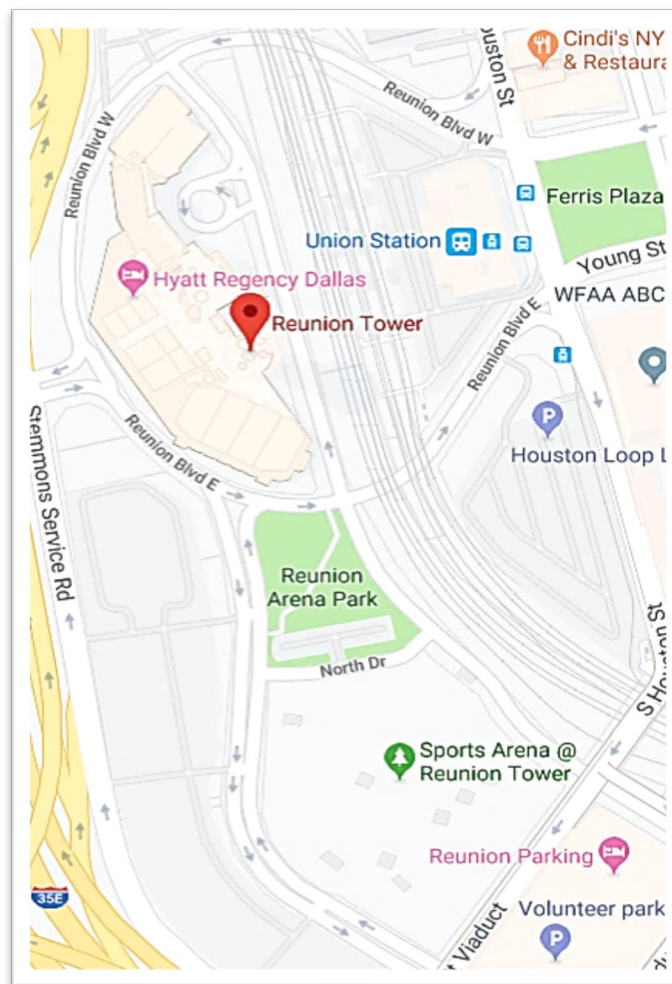


### REUNION LAWN / HYATT REGENCY HOTEL

- Traffic Management Plan (TMP) must provide access to the Hyatt Hotel and related parking 24/7.
- Applicant must make direct contact with Hyatt Hotel security team and secure approval of TMP. Provide OSE a copy of the Hyatt's approval of the TMP.
- Additional officers and apparatus may be required to facilitate traffic flow and access to the Hyatt Hotel and related parking.
- CBD high impact area restrictions and requirements apply.

#### Reunion Lawn / Hyatt Regency Hotel

Bounded by Reunion Boulevard West, South Houston Street and Stemmons Service Road





## YOUNG STREET MEDIAN

### VENUE SPECIFIC REQUIREMENTS

- All events that include Young Street between Akard St. and S. Ervay St. within the event footprint with shall install barricades or fencing along both the north and south edges of the entire landscaped median to prevent pedestrians from standing in or walking through the landscaped median. Allow access to the designated crossing.
- Installation or staging of equipment is prohibited in the landscaped section of the median and shall be placed outside the curb line.
- The applicant will be responsible for all damages including plant material and irrigation lines.
- CBD high impact area restrictions and requirements apply.

### Young Street Median

Bounded by Akard Street and S. Ervay Street





### DALLAS DESIGN DISTRICT

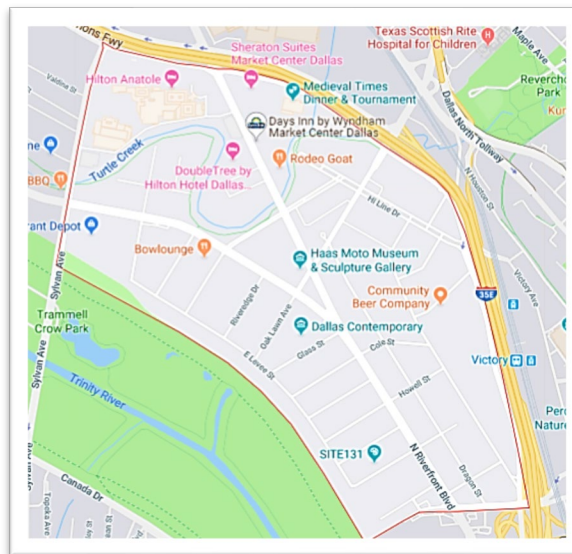
- No thoroughfare, arterial or a community collector closure during rush hour.
- No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
- Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
- Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 9 a.m.
- A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

### NOTIFICATION REQUIREMENTS

- **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**
- **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**

### Dallas Design District

Bounded by Interstate Highway 35E, East Levee Street, Wycliff Avenue and Continental Avenue





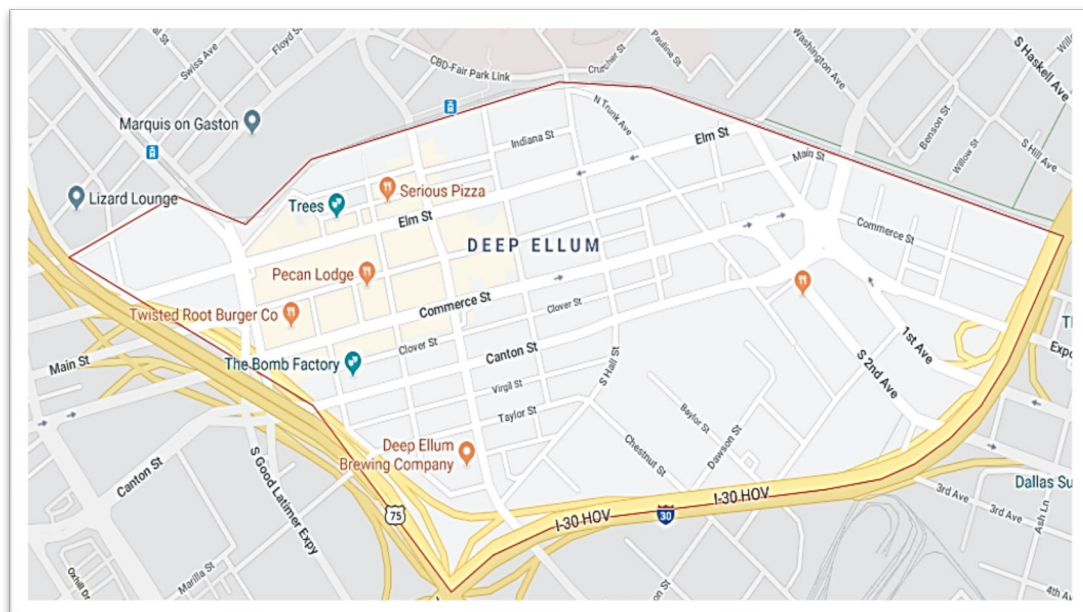
## DEEP ELLUM

- No thoroughfare, arterial or a community collector closure during rush hour.
- No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
- Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
- Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 9 a.m.
- A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

### NOTIFICATION REQUIREMENTS

- **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**
- **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**

Deep Ellum is 0.5 square miles bounded by North Central Expressway, Gaston Avenue, The DART Rail line and Interstate Highway 30





### FAIR PARK AREA

- No thoroughfare, arterial or a community collector closure during rush hour.
- No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
- Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
- Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 9 a.m.
- A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

### PROPERTY AUTHORIZATION

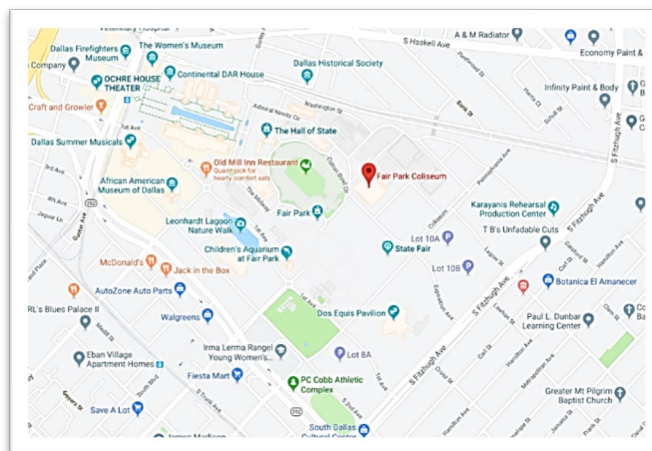
- Applicant must make direct contact with the Fair Park operations team and secure approval of TMP – email [dee.hirsch@spectrapp.com](mailto:dee.hirsch@spectrapp.com). **Submit a copy of the written approval of the TMP prior to permit issuance.**

### NOTIFICATION REQUIREMENTS

- **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**
- **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**

### Fair Park Area

Bounded by Interstate Highway 30, S. Haskell Avenue, S. Fitzhugh Avenue and 352







### KATY TRAIL ACCESS POINTS

- No thoroughfare, arterial or a community collector closure during rush hour.
- No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
- Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
- Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 9 a.m.
- Additional DPD officers and street apparatus may be required to ensure residents have access and egress options.

### PROPERTY AUTHORIZATION

- Reservation confirmation from The Friends of the Katy Trail **and** the City of Dallas Park and Recreation is required. **Submit a copy of the reservation confirmation or the Property Authorization form at the time of application submission (property authorization section).**

### NOTIFICATION REQUIREMENTS

- **Community notifications** - Extra effort must be taken to ensure all residents have been notified of street closures and property access restrictions.
- **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**
- **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**
- **Neighborhood/Condo Association notification:** Secure written acknowledgment of receipt of the notification and a commitment to distribute the information to all residents from each of the neighborhood associations/condo groups impacted by the street closure. **Itemize on the Notification Verification Form.**

Katy Trail





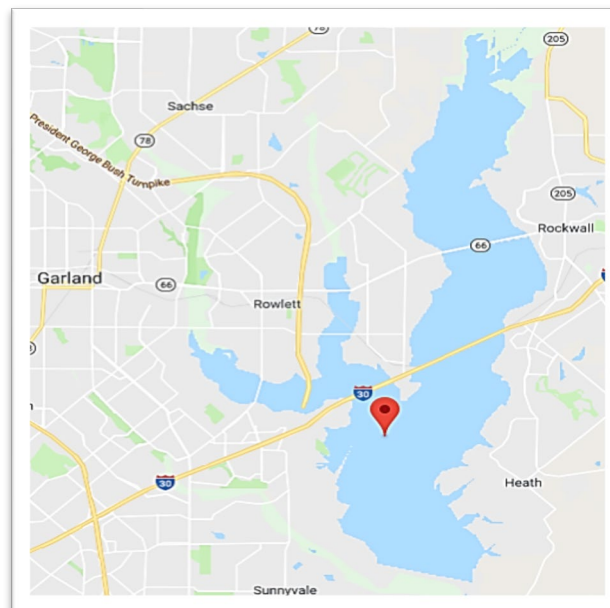
## LAKE RAY HUBBARD

- Authority: The City of Dallas Water Utilities has oversight of the waters of Lake Ray Hubbard. DPD Marine Unit / Lake Patrol (consisting of DFR and DPD) provides medics, fire suppression, rescue and enforcement on boats.

### PROPERTY AUTHORIZATION

- The shoreline is controlled by the adjoining cities of Garland, Rockwall, Rowlett, Sunnyvale and Heath. Event planning and access will require coordination and permissions from the adjoining city. **Provide OSE a copy of the written authorization or the Property Authorization Form from the adjacent hosting city(s) allowing you to conduct the event in their city.**
- Public Safety: DPD Marine Unit / Lake Patrol should be notified to determine their level of involvement.
- DFR/ EMS: Hire Emergency Medical Services (boat crew) for the duration of the event.
- The U.S. Coast Guard may provide auxiliary coverage for security and safety on the water.
- General EMS is to be provided by the adjoining City(s). Provide OSE with confirmation of EMS services from Hosting City(s).
- **Provide OSE a copy of the event safety plan.**
- Applicant shall ensure no environmental issues or consequences result from the proposed activities.
- Applicant shall ensure that any type of substance used in the water, if any, is water soluble and environmentally safe.
- **Provide OSE with a copy of the clean-up plan:** include both the shoreline and water.

Lake Ray Hubbard





### LOWER GREENVILLE AVENUE

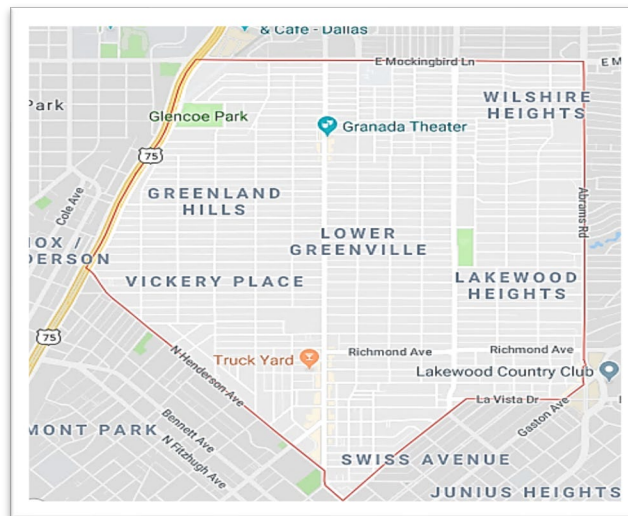
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- No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
- Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
- Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 9 a.m.
- A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

### NOTIFICATION REQUIREMENTS

- **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**
- **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**

### Lower Greenville Avenue

Bounded by North Central Expressway, Abrams Road, East Mockingbird Lane, North Henderson Avenue and La Vista Drive



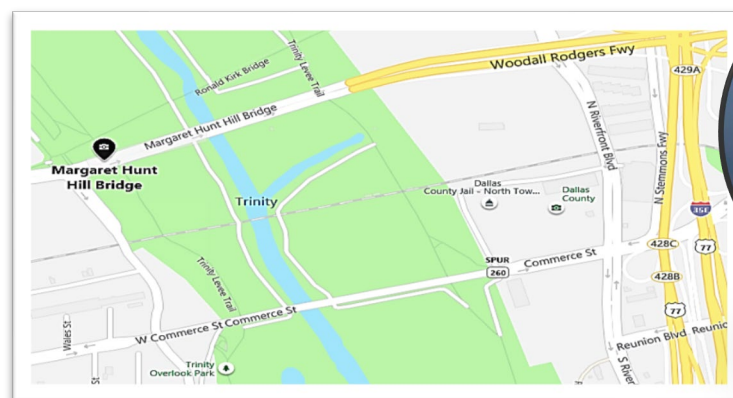


### MARGARET HUNT HILL BRIDGE (MHHB) GUIDELINES

- Applicant shall demonstrate that the estimated total attendance will not be less than 6000 (historical, ticket manifest, DPD/OSE reasonable judgement).
- A full or half closure of the MHHB will be permitted for established special events only and a maximum of four times per year. Provide OSE a bridge-closure fee of \$5,000.
- A partial closure/lane restriction of the bridge may be permitted (EB and WB thru traffic continues). Provide OSE a bridge-closure fee of \$2,000.
- Variable Message Boards will be required.
- The footprint of a closure of the MHHB for a stationary event is subject to approval for weight limits by the City’s Engineer. Provide OSE a comprehensive event footprint to include weight limits of the entire activation, including expected attendance.
- Applicant shall provide fencing of a minimum of 6-ft. high on both the north and south sides of the closed lanes between Riverfront Blvd. and Singleton/Beckley.
- Applicant shall hire DPD officer(s) for safety and traffic management during the fencing installation.
- Dallas Police Department Special Event Planning Unit will coordinate the closure of the entry and exit points of the MHHB with TXDOT.
- Lighting of the bridge requires written approval from the Office of Special Events.

### NOTIFICATION REQUIREMENTS

- **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**
- **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**





### OAK LAWN PARK / TURTLE CREEK AREA

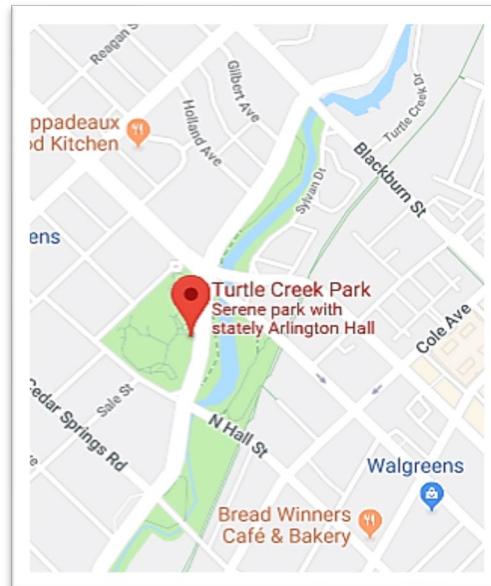
- No thoroughfare, arterial or a community collector closure during rush hour.
- No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
- Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
- Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 9 a.m.
- A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

### NOTIFICATION REQUIREMENTS

- **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**
- **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**

### Oak Lawn Park / Turtle Creek Area

Bounded by Turtle Creek Boulevard, Cole Street, Blackburn Street and Cedar Springs Road.





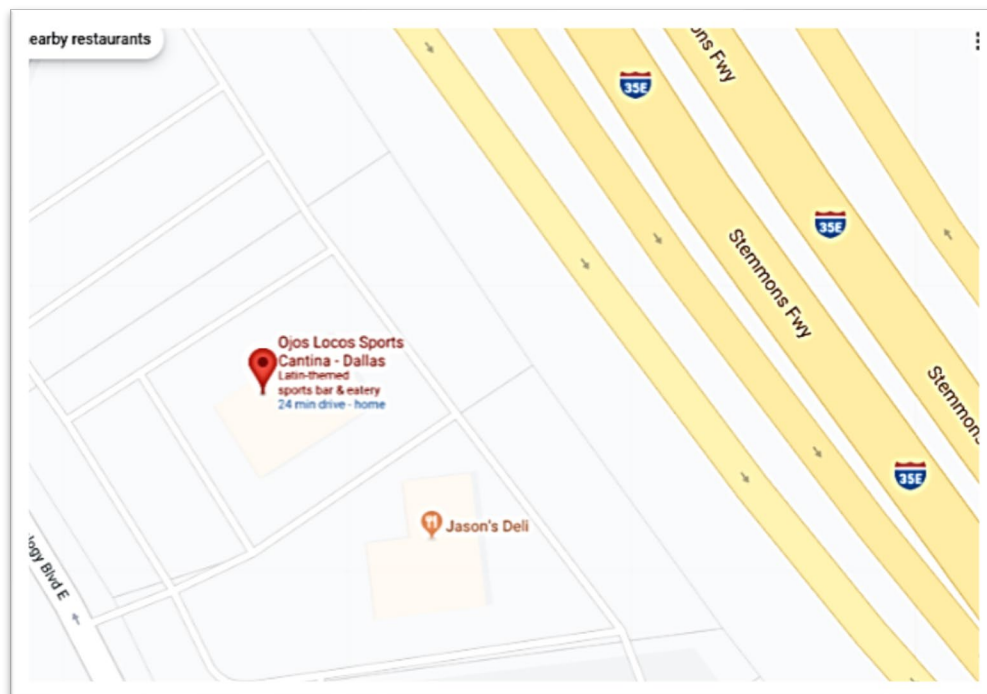
**OJOS LOCOS SPORTS CANTINA – TECHNOLOGY BLVD.**

- Minimum of 7 off-duty officers required.

**NOTIFICATION REQUIREMENTS**

- **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. [Itemize on the Notification Verification Form.](#)
- **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. [Itemize on the Notification Verification Form.](#)

Ojos Locos Sports Cantina  
Off Technology Blvd. E





### SWISS AVENUE (“BIG SWISS”)

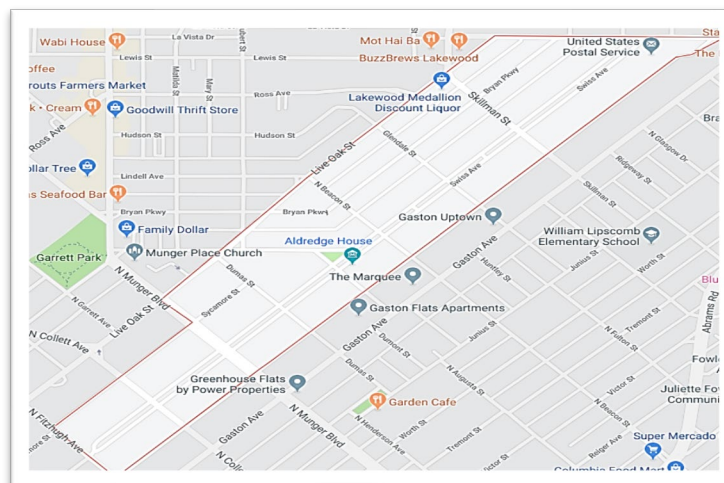
- No new full closure will be permitted. The Dallas Marathon is permitted a full closure annually as an established event.
- No thoroughfare, arterial or a community collector closure during rush hour.
- No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
- Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
- Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 9 a.m.
- A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

### NOTIFICATION REQUIREMENTS

- **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. [Itemize on the Notification Verification Form.](#)
- **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. [Itemize on the Notification Verification Form.](#)

### Big Swiss

Bounded by Live Oak Street/Sycamore Street, North Fitzhugh Avenue, La Vista Drive and Gaston Avenue





### TEXAS HORSE PARK AREA

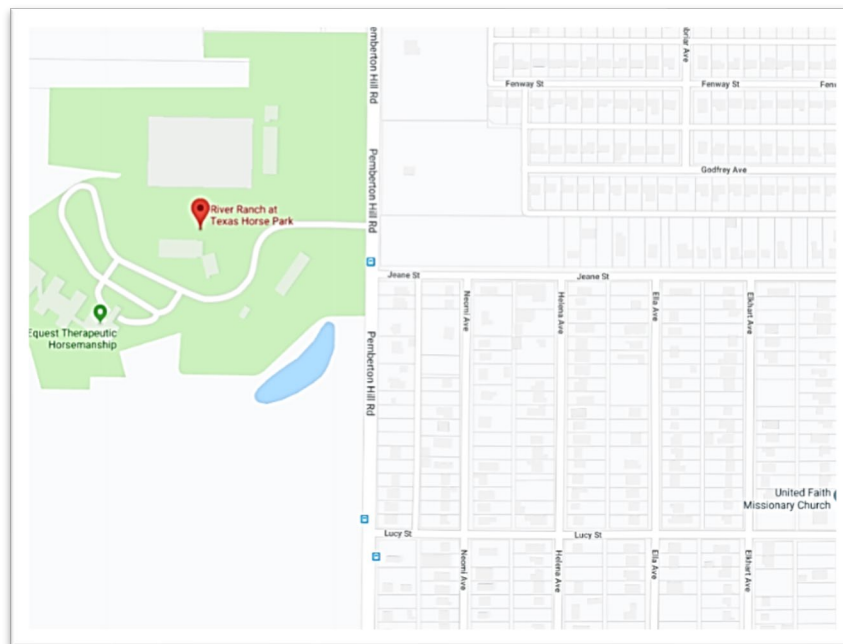
- Events that stage at The Texas Horse Park and include parking outside of the Texas Horse Park property:  
Provide 'No Parking – Towing Enforced' signs every 20 feet on the following streets:
  - On both sides of Pemberton Hill Road to cover 1,000 feet both north and south from the main entrance of the Texas Horse Park.
  - Jeane Street, Lucy Street and Hodde Street between Pemberton Hill Road and Ella Avenue
  - Neomi Avenue, Helena Avenue, and Ella Avenue between Jeane Street and Hodde Street
- A traffic control plan approved by the City Traffic Engineer shall be on file at OSE. This TCP shall be submitted and approved by DWU annually.
- Reimburse the City of Dallas for two marked squad cars to be manned by two Dallas Police Officers (off duty) to patrol the surrounding neighborhoods throughout the event.

### NOTIFICATION REQUIREMENTS

- **Broad Community Notification:** Events that stage at The Texas Horse Park and include parking outside of the Texas Horse Park property shall hand deliver or mail a notification to each residence in the neighborhood across Pemberton Hill Road (Pemberton Hill Road, Jeane Street, Elam Road and Rayendell Avenue) a minimum of 15 days prior to the event. **Provide details on the Notification Verification Form.**

### Texas Horse Park Area

Bounded by Pemberton Hill Road, Jeane Street, Elam Road and Rayendell Avenue







### UPTOWN

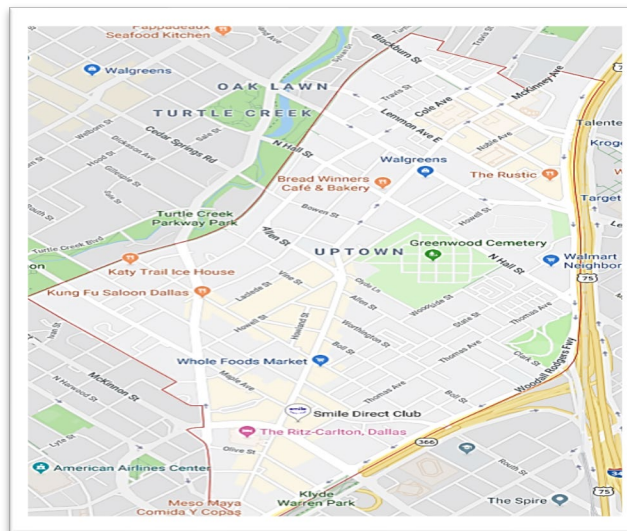
- No thoroughfare, arterial or a community collector closure during rush hour.
- No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
- Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
- Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 9 a.m.
- A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

### NOTIFICATION REQUIREMENTS

- **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**
- **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**

### Uptown

Bounded by North Central Expressway, The Katy Trail, North Haskell Avenue, Woodall Rodgers Freeway WB Service Road, Cedar Spring Road and McKinnon Street





### VICTORY PARK

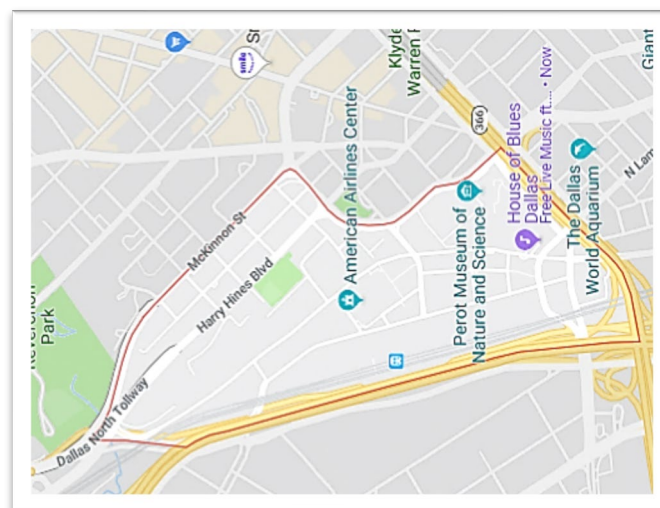
- No thoroughfare, arterial or a community collector closure during rush hour.
- No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
- Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
- Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 9 a.m.
- A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

### NOTIFICATION REQUIREMENTS

- **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. [Itemize on the Notification Verification Form.](#)
- **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. [Itemize on the Notification Verification Form.](#)

### Victory Park

Bounded by Interstate Highway 35, N. Field Street / McKinnon Street, Woodall Rodgers Freeway WB Service Road and Dallas North Tollway





## WEST DALLAS

La Bajada neighborhood, Trinity Groves, Felix Lozada H. Sr. Gateway, Ronald Kirk Pedestrian Bridge, Core Street, Parkhouse and Levy Street

- No thoroughfare, arterial or a community collector closure during rush hour.
- No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
- Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
- Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 9 a.m.
- A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.
- Outdoor amplified sound after 10 p.m. will not be permitted.
- Events with 3500 or fewer estimated total attendance shall provide 'No Parking – Towing Enforced' signs every 20 feet on the following streets:
  - Canada Drive between Herbert Street and Gulden Lane
  - Herbert Street Between Canada Drive and Singleton Boulevard
  - Wake Street
  - Pastor Street
  - Toronto Street
  - Pueblo Street
  - Guam Street

### Or hire an additional six DPD off duty officers to control access (residents only)

- Events with more than 3500 estimated total attendance shall provide 'No Parking – Towing Enforced' signs every 20 feet throughout the La Bajada neighborhood (bordered by Sylvan Avenue, Canada Drive, Singleton Boulevard)
- Secure adequate private parking. Provide OSE written confirmation.

## NOTIFICATION REQUIREMENTS

- **Broad Community notifications:** Events that stage at Trinity Groves, Felix Lozada H. Sr. Gateway, or the Ronald Kirk Pedestrian Bridge are required to hand deliver or mail a notification to each residence of the La Bajada neighborhood a minimum of 15 days prior to the event.
- Events that stage at Trinity Groves, Felix Lozada H. Sr. Gateway, or the Ronald Kirk Pedestrian Bridge are required to make direct contact with the La Bajada Neighborhood Community Association a minimum of 45 days prior to the event date. Provide event details to be included in their newsletter and/or plan to attend a community meeting. [Itemize on the Notification Verification Form.](#)
- **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. [Itemize on the Notification Verification Form.](#)

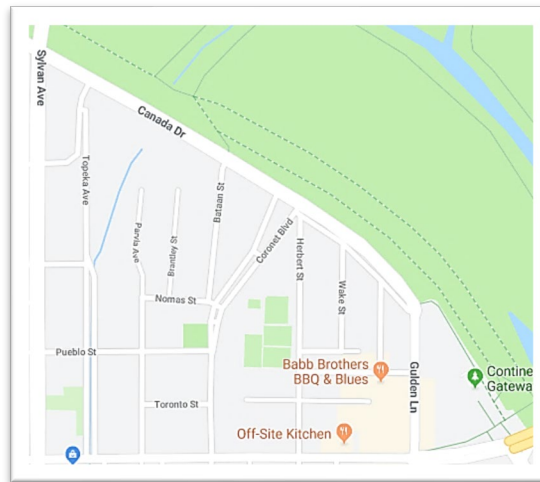




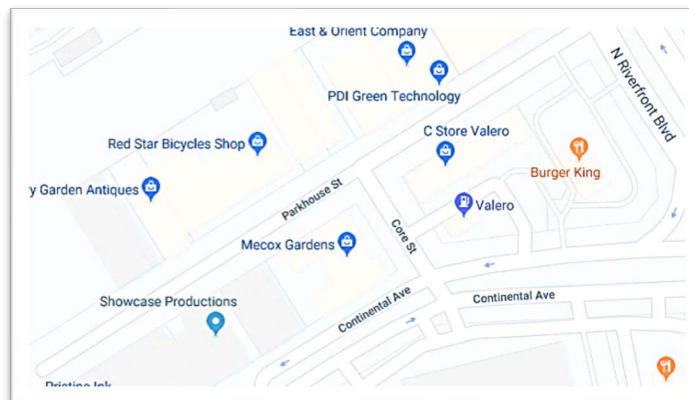
- **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. **Itemize on the Notification Verification Form.**
- Moving events that include Core Street and/or Parkhouse Street: make direct contact with business owners on Core Street and Parkhouse Street. Provide event details, copies of notification, and confirmation of alternate parking. **Itemize on the Notification Verification Form.**

**La Bajada Neighborhood bounded by:**

Singleton Boulevard, Canada Drive, Gulden Lane and Sylvan Avenue



**East side of Ronald Kirk Pedestrian Bridge**



*This list will be reviewed and published annually by September 1 (effective October 1)*



## EXHIBIT E

### INSURANCE REQUIREMENTS SPECIAL EVENTS

1. The permit holder shall procure and keep in full force and effect for the duration of the event insurance written by an insurance company approved by the State of Texas and acceptable to the city and issued in the standard form approved by the Texas Department of Insurance. All provisions of each policy must be acceptable to the city.
2. Each policy must name as the CERTIFICATE HOLDER, "City of Dallas 650 S. Griffin St., Dallas, TX 75202" and must also include, "its officers and employees and appointed representatives", as additional insureds.
3. The coverage provisions of each policy must provide coverage for any loss or damage that may arise to any person or property by reason of the conduct of the special event by the applicant.
4. The policy must include setup and teardown dates.
5. Insurance is required in the following types and amounts:
  - (a) General Liability insurance requirements may be waived for special events with a total estimated attendance of less than 2,500 with approval of the city's risk manager.
  - (b) Commercial general liability insurance must be provided with combined single limits of liability for bodily injury and property damage of not less than:
    - i. \$500,000 for each occurrence, for an estimated daily number of participants and spectators of 2,501 to 4,999; or
    - ii. \$1,000,000 for each occurrence, for an estimated daily number of participants and spectators of 5,000 or more.
  - (c) If a special event includes vehicles, aircraft, or other equipment, devices, or activities that are excluded from coverage in the commercial general liability insurance policy required in Paragraph (1) of this subsection, then separate

additional liability insurance coverage for the applicable exclusion must be provided by the applicant or the aircraft provider with combined single limits of liability for bodily injury and property damage of not less than:

- i. \$500,000 for each occurrence, for an estimated daily number of participants and spectators of 2,501 to 4,999; or
- ii. \$1,000,000 for each occurrence, for an estimated daily number of participants and spectators of 5,000 or more.

(d) If vehicles are “static displays” provide OSE an auto waiver stating: “All autos/vehicles participating in the event will remain as static displays and will not be operated during event hours. All autos are personally owned, and the permit applicant is responsible for verifying all participants who are displaying autos/vehicles have a valid driver’s license and proof of automobile liability coverage.” Please use template provided”

(e) If parade vehicles are personally owned, provide OSE an auto waiver stating: “All autos are personally owned, and the permit applicant is responsible for having a plan in place to verify that the drivers of every vehicle have a valid driver’s license and proof of automobile liability coverage.” Please use template provided”

(f) If any alcoholic beverage is sold, served, or otherwise made available at the special event, then separate additional liquor liability insurance must be provided by the alcoholic beverage license holder in an amount of not less than \$1,000,000 for each claim.

(g) If any fireworks, pyrotechnics, explosives, or other special effects are displayed at the special event, then separate additional general liability insurance must be provided by the pyrotechnics company in an amount of not less than \$3,000,000 for each claim.

(h) If security guards (other than Dallas police officers or city staff) are used at the

special event, then separate additional security guard liability insurance must be provided by the security guard company in an amount of not less than \$1,000,000 for each claim.

(i) If emergency response or first aid stations (other than stations staffed by only Dallas fire-rescue officers or city staff) are provided at the special event, then separate additional medical liability insurance must be provided by the applicant in an amount of not less than \$1,000,000 for each claim, and if ambulance service (other than service provided by Dallas fire-rescue officers and vehicles) is provided, then separate additional automobile liability insurance must be provided by the emergency response or ambulance provider in an amount of not less than \$1,000,000 combined single limit for each claim.

(j) If amusement rides are provided at the special event, proof of separate additional general liability insurance meeting the state liability and coverage requirements for each particular ride must be provided by the applicant or the amusement ride provider, along with a current certificate of inspection for each ride.

(k) If animals are part of the special event, then separate additional general liability insurance covering any bodily injury and property damage caused by animals must be provided by the applicant or the animal provider in an amount of not less than \$500,000 for each claim.

(l) If the special event is conducted at a city-owned facility, general liability insurance must be provided by the applicant in an amount of not less than \$500,000 for each claim.

6. In addition to the insurance requirements listed above, OSE may require additional insurance for a special event if such additional insurance is recommended by the city's risk manager as being necessary for the protection of the city or the public health, safety, and welfare.

7. If a facility or other property owned or managed by the city is subject to both the insurance requirements of this chapter and insurance requirements established by another city ordinance, an official city action, a city lease or use agreement, or other applicable law, then the insurance requirements with the greater limits and coverages must be met to conduct the special event at the facility or property.

8. An original certificate of insurance completed by an authorized agent of the insurance company and evidencing each insurance coverage required under this section must be submitted to the OSE coordinator at least 15 days before the special event begins. A special event permit will not be issued until the insurance requirements have been verified by the city.

9. The applicant is responsible for theft, loss, or damages to City owned property that result from this event.

10. An applicant for a permit issued under this chapter shall execute an agreement to indemnify the city and its officers and employees against all claims of injury or damage to persons or property, whether public or private, arising out of the permitted activity. The indemnification is included in the on-line application and your electronic signature will be accepted





# EXHIBIT F

## Streetlight Pole Banner Guidebook

[ELIGIBILITY REQUIREMENTS](#)

[APPLICATION](#)

[HOW TO IDENTIFY FIELD LOCATION NUMBERS](#)

[FEES](#)

[STREETLIGHT POLE DESIGN STANDARDS](#)

[BANNER REGULATIONS](#)

[INSTALLATION, MAINTENANCE AND REMOVAL](#)

[INSURANCE](#)

[ONCOR](#)

[PERMIT EXTENSION](#)

[VENDOR INFORMATION](#)

### ELIGIBILITY REQUIREMENTS

The City of Dallas streetlight pole banner program was designed to add life and color to the city's streetscape while at the same time promoting special events and other cultural or sporting activities of benefit to the City.

Streetlight pole banners in association with special events, Public Improvement Districts, or other activities such as art shows, concerts, festivals, major sports celebrations, parades and runs are eligible to apply for a streetlight pole banner permit. Please note, the placement of banners for the purpose of commercial advertising is not allowed as part of this program.





## APPLICATION

The application for a streetlight pole banner permit requesting the placement of banners must be submitted online to the Office of Special Events at least 30 days prior to the proposed banner installation date.

To complete the application, the applicant will need to provide the following:

- A list of banner locations that includes the *street name, block number and field locator number* for each streetlight pole location (this list can be entered on the application or an excel file can be uploaded on the application);
- Scheduled dates of installation and removal of banners;
- Proposed [graphic design](#) of the banner;
- Installation company contact information; and the
- Ability to sign indemnification waiver (on the online application)

Please note, that submission of a complete application does not guarantee a permit will be issued. All requirements must be met prior to permit issuance.

## HOW TO IDENTIFY FIELD LOCATION NUMBERS

1. Visit [www.oncorstreetlight.com/#](http://www.oncorstreetlight.com/#)
2. Click on blue SEARCH button at top left.
3. Enter street address (be sure to enter city and state - 1234 Main St. Dallas, TX)
4. Hit green SEARCH button. The map will then populate all the streetlight poles that are installed in that block range – each yellow dot represents a pole. If no yellow dots appear, zoom in until yellow dots are visible. From this point, you can then drag the map around to other poles in the vicinity.
5. Right click on the yellow dot/pole to see the assigned Field Locator Number (FLN). For each pole you request, please list each specific block number, street name, and FLN on your application.





## FEES

A \$100 base application processing fee is assessed for each streetlight pole banner application along with the following fees:

- Per Pole Fee of \$20
- Permitted events will receive their first 5 poles at no charge, additional poles will be invoiced at \$20 per pole.
- Public Improvement District Annual Permits are excluded from all application processing fees. Banners must be related to Public Improvement District identification.
- A \$40 late application fee is assessed per day and limited to up to five days to all applications received under 30 business days of the banner installation date. Applications received more than 5 business days late will be asked to adjust their installation dates.

Following the submission and acceptance of a complete application, the applicant will receive an invoice from OSE for all applicable fees. All fees are nonrefundable. Processing of the application will not begin until all applicable fees have been paid.

## STREETLIGHT POLE DESIGN STANDARDS

1. A banner must display a pre-approved promotional message, a welcome message, or generic graphics. Graphics are approved by the Office of Special Events at the time of application.
2. No more than 10 percent of the effective area of a banner may contain a welcome message that identifies and greets a group using city property in accordance with a contact, license, or permit.
3. Up to 10 percent of the effective area of a banner may contain the word(s) or logo(s) that identify a sponsor of a cultural event or activity if the sponsor's name is part of the name of the activity or event.
4. A banner having either a promotional message or a welcome message may not be erected more than 90 days prior to the beginning of the advertised activity or event and must be removed no later than 15 days after that activity or event has ended.





## BANNER REGULATIONS

In general, banners are permitted on streetlight poles as long as the banners and their hardware meet the sign construction and design standards contained in the Dallas Building Code (51-A) and comply with all applicable requirements, laws and ordinances.

Requirements include, but are not limited to the following regulations;

1. The sign hardware may be left in place between displays of a banner.
2. A banner and its sign hardware must:
  - be mounted on a pre-approved streetlight pole;
  - be at least 12 feet above grade, unless it overhangs a roadway, in which case it must be at least 15 feet above grade;
  - be made from weather-resistant and rust-proof material;
  - be printed on both sides of material;
  - not be illuminated;
  - not project more than 3 feet from the pole onto which it is mounted;
  - not exceed 25 square feet in effective area;
  - not interfere with emergency equipment, including fire, police, medical, electrical, commercial vehicles and trucks or bus transportation.
3. The maximum number of street light banner is two per pole, with each banner on opposite sides of the pole.

## INSTALLATION, MAINTENANCE AND REMOVAL

The client is responsible for the installation, maintenance and removal of the banners. It is recommended the applicant retain the services of a private contractor.

***If applicant is hiring a subcontractor to handle the installation, maintenance and removal services for the banners, the applicant is required to ensure their subcontractors, laborers, materialmen and suppliers meet all Streetlight Pole Banner guidelines, specifications and comply with all city ordinances.***

For installation, banners must be attached to banner hardware, which must be attached to the street light poles with proper banding materials. Applicants are advised that street light poles cannot be penetrated or altered in any manner by the installation or removal of banners or banner hardware. Any permanent banner or hardware that is moved or removed during the installation shall be put back in place once banners are removed. Any damage to the banner hardware or streetlight poles shall be reported to the Office of Special Events.





To ensure banners remain safe and attractive, the applicant is responsible for monitoring and maintaining the banners at all times. If a problem unrelated to public safety exists, the applicant is required to remove, replace, repair, or otherwise correct the problem within 48 hours of notice. If a public safety-related problem is discovered, the applicant must act immediately to correct the problem, and if it fails to do so, the City of Dallas may act to correct the problem at the expense of the applicant.

## INSURANCE

The applicant shall procure and keep in full force and effect for the duration of the banner installation, minimum insurance written by an insurance company approved by the State of Texas and acceptable to the city and issued in the standard form approved by the Texas Department of insurance. All provisions of each policy must be acceptable to the city and name the City of Dallas and its officers, employees and elected representatives as additional insured. Insurer must provide a Waiver of Subrogation to the City of Dallas, its officers, employees for bodily injury (including death), property damage or any other loss. A Certificate of Liability Insurance must be submitted before permit is released.

1. Insurance required under this article must include a cancellation provision in which the insurance company is required to notify the director in writing not fewer than 30 days before cancelling the insurance policy or before making a reduction in coverage.
2. Insurance is required in the following types and amounts:
  - a. Commercial general liability insurance must be provided with combined single limits of liability for bodily injury and property damage of not less than \$1,000,000 for each occurrence with a \$2,000,000 annual aggregate.
  - b. Business automotive liability insurance covering owned, hired, and non-owned vehicles, with a combined single limit for bodily injury (including death) and property damage of \$1,000,000 per occurrence.
  - c. Worker's compensation insurance with statutory limits.
  - d. Employer's liability insurance with the following minimum limits for bodily injury by:
    - i. accident, \$1,000,000 per each accident; and
    - ii. disease, \$1,000,000 per employee with a per policy aggregate of \$1,000,000.
  - e. Umbrella liability insurance following the form of the primary liability coverage described in Subsection (a) and providing coverage with minimum combined bodily injury (including death) and property damage limit of \$1,000,000 per occurrence and \$1,000,000 annual aggregate.





3. In addition to the insurance requirements of Subsection (c) of this section, the director may require additional insurance for a streetlight pole banner if such additional insurance is recommended by the city's risk manager as being necessary for the protection of the city or the public health, safety, and welfare.
4. If a facility or other property owned or managed by the city is subject to both the insurance requirements of this chapter and insurance requirements established by another city ordinance, an official city action, a city lease or use agreement, or other applicable law, then the insurance requirements with the greater limits and coverages must be met to erect a streetlight pole banner at the facility or property.

## ONCOR

It is important to note, most of the streetlight poles in Dallas used for the placement of banners are owned by ONCOR and not the City of Dallas. If an applicant requests to streetlight poles owned by ONCOR, the Office of Special Events will notify the applicant of the requirement to seek approval from ONCOR.

Click here for the [Oncor Electric Delivery Decorative Banner & Sign Placement Guidelines](#).

## PERMIT EXTENSION

1. An applicant may not submit a request to extend a streetlight pole banner permit earlier than two weeks prior to the expiration of an existing streetlight pole banner permit.
2. A streetlight pole banner permit may be extended in additional 60-day increments based upon availability of the streetlight poles.
3. Streetlight pole banner permits may be extended for a maximum of one year.
4. The director shall assess all applicable streetlight pole banner fees in 60-day increments.
5. This section does not apply to a public improvement district annual streetlight pole banner permit.





## Street Pole Banner Installation Companies

The companies listed below have indicated they provide services related to the production and installation of street pole banners for special events. The companies are listed in alphabetical order and are provided for informational purposes only. The city of Dallas does not require special event producers to use these companies for street pole banners and their inclusion on this listing does not represent a recommendation by the City of Dallas.

### **Alphagraphics Printing**

Various Location

[www.alphagraphics.com](http://www.alphagraphics.com)

### **E.H. Teasley & Co., Inc.**

Misty Walker

4443 Simonton Road, Dallas, TX 75244

214-421-7633 ext 28

214.421.5833 fax

[www.ehtesley.com](http://www.ehtesley.com)

### **Fastsigns**

Joey Carrasco

9742 Skillman

Dallas TX 75243

469-767-3241

### **Hightech Signs**

Arif Bangash

10660 Plano Rd. Suite 118

Dallas, TX 75238

(214)348-8784

[sales@dfwhightechsigns.com](mailto:sales@dfwhightechsigns.com)

### **Valderas Services**

Michael Valderas

214-543-8090

[michaelvalderas@yahoo.com](mailto:michaelvalderas@yahoo.com)

*911/311 Service desk in case of a Banner related emergency- 214-670-5257*

