



## Summary of Special Event Code Changes

The [Special Event Code](#) and Process is a tool used by the City to facilitate, mitigate and regulate Special Events that are representative of our community.

At the March 7, 2024, City Council meeting ([report](#) p. 20 / [minutes](#) p. 2), Special Events previewed summer events and upcoming projects, including several potential code amendments including: adjustments to designated Peak and Local Times, Special Event Code clean up to remove Economic Development Director and replace it with Special Events Manager, and updates to clarify and better define Community Identifying Events.

As a result of the discussion, the City Council supported the following: Clarifying CIE Event policy and benefits to Park City residents. While benefits for Summit County or Wasatch Back are also desired, they should not be required to be considered a CIE and allowing some additional Special Events in the off-season.

Finally, after the March meeting, we also made several amendments to the Special Event Fee Reduction (SEFR) policy to address inflationary and fee schedule changes and better align with the Purchasing Policy.

### A summary of the Special Event Code changes:

- Change the third weekend in September from a Peak Time to a Local Time due to the discontinuation of Autumn Aloft.
  - This will promote community-focused events with minor transportation and public safety impacts.
  - New event applications for Level 3, 4, and 5 Events will not be considered during this time unless they are a Community Identifying Event (CIE).
- Change the fourth weekend in July to a Peak Time.
  - Based on traffic data, roadway impacts, and complaints regarding the Extreme Cup Soccer Tournament, we recommended that this weekend be designated a Peak Time.
  - No other events will be permitted during this time unless a CIE is approved by the City Council or if it already exists on the event calendar.
  - Events already scheduled this weekend include the Extreme Cup Soccer Tournament, Sundance Summer Series, Deer Valley Music Festival Concerts, and Miners Park Concert Series.
- Remove several Local Times, including the last weekend in September, the First weekend in October, and the Third weekend in October.
  - Any event can apply over these periods, and applicants are required to meet standards of approval ([4A-2-4](#)).

- Change administrative authority from the Economic Development Manager to the Special Events Manager.
- Update Community Identifying Event (CIE) definition.
  - Refine the CIE definition [\(4A-1-1.11\(B\)\(6\)\)](#) to clarify growth and marketing models.
  - All CIE criteria must be met to qualify as a CIE.
- Refine the Fee Reduction Process:
  - Based on recent purchasing policy updates, change the City Manager’s administrative authority limits from \$25,000 to \$30,000
  - The City Manager will approve event requests that exceed three years and are below \$30,000, while the City Council will continue to retain authority on any event requests that exceed three years and cost over \$30,000.
  - Added community engagement and Transit costs to the types of fees that can be waived.

The first round of Special Event Application Fee increases was approved in the FY24 budget, and we anticipate the second planned increase to be completed by July 1, 2024, as part of the City’s Budget process and will go into effect immediately. These changes include fees noted below.

10.14 Special Event Application Fee (Processing and Analysis)

• Level Five Event	\$5,188	\$10,376
• Level Four Event	\$1,918	\$3,836
• Level Three Event	\$905	\$1,810
• Level Two Event	\$488	\$976
• Level One Event	\$410	\$820
• Community Identifying Event	10% of fees listed above	
• First Amendment Event		\$40
• Film Permit Application Fee		\$80