



# City of Billings

## Public Works Administration

Public Works Department  
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## MEMORANDUM

To: Mayor and City Council thru  
Christina Volek: City Administrator  
From: David Mumford, P.E: Director, Public Works Department  
Date: August 29, 2013

### **SUBJECT: Right of Way – Special Event Permits**

In the spring of 2013, Debi Meling, City Engineer, did a work session presentation to the City Council regarding the ROW Special Event Program. Ms. Meling's presentation discussed the number and types of activities, process for approval, and items that PWD are reviewing to improve the program. Since that presentation, PWD has been working on a review of the program and has made some improvements. There are still a couple of issues that need resolution and we will be asking for policy direction from the City Council/Mayor at a future work session. Currently, PWD processes and approves over 70 ROW Special Activity permits annually. These areas include fun runs and private events. Ms. Meling has been working with sponsors of the smaller fun runs to encourage them to use our trail system instead of the streets. This change is intended to increase safety for the participants and the traveling public, reduce the cost incurred by the event sponsors, and limit the closures of streets.

The other topic that we will be seeking policy guidance from the City Council/Mayor is in regards to the increasing number of requests to use City streets for private venues. These applications include restaurants that want to use the ROW for dinner seating, stores to have large sales, weddings, class reunions, and the established events such as Billings Clinic Classic and Blues Festival. All of these events limit public access and are generally private companies using the City street as a no cost venue. We have denied applications this year for events that have not taken place prior to this year. For events that have occurring prior to this summer, we have begun to notify the event sponsors that the City is reviewing its special events policy and we wanted them to be aware that there may be changes for next year's permit.

PWD's intent was to have conversations with various event sponsors to discuss alternatives for the events other than closing major city or state streets. This will assist us in preparing for a policy discussion with the City Council/Mayor and City Administrator. Unfortunately, some of the event sponsors have reacted to this negatively and have started to express concerns in various forums before we have had a chance to not only meet with Council, but also develop a draft policy. There are many positive aspects to these events, especially in the Downtown, but they also raise issues with traffic flow, safety, transit, cost to city services, and other aspects. When there were only one or two events, the concern was not as high, but downtown is becoming a popular place and we are getting an increasing number of requests for private events. When we start to deny others the opportunity to use the ROW, we need to make sure we are consistent with our policies and that unfortunately, may impact events that have previously been allowed use of the ROW. As I said earlier, PWD would like to have an open discussion with the City Council/Mayor and City Administrator to make sure we are implementing the program in accordance your perspective. We anticipate scheduling a work session with the Council in late October. Please let the City Administrator or myself know if you have any questions or concerns.



# August 2013



SUN MON TUE WED THU FRI SAT

1 AA5 Montana Brewing Company 3pm-9pm  
 2  
 3 Farmers Market Downtown every Saturday this month 6am-1pm

4 5 6 7 8 AA5 Pug Mahon's 3pm-9pm 9 Magic City Blues Fest 9am-Sunday 1am Montana Ave 10 Magic City Blues Montana Ave

1 1 Magic City Blues Montana Ave closed until 1:00 am 1 2 1 3 1 4 1 5 AA5 Monte Carlo 3pm-9pm 1 6 1 7 Quality of Life Run 7am-10am Stampede Days 5pm-12

1 8 1 9 2 0 2 1 2 2 AA5 Downtown Billings 3pm-9pm 2 3 Billings Clinic Classic 2 4 Billings Clinic Classic Don Luis Street Closure 10am-9pm

2 5 Billings Clinic Classic 2 6 2 7 2 8 2 9 AA5 Surfer Joes 3pm-9pm 3 0 Burn the Point Parade Route 5:30pm-12:30am 3 1

## Special Event Calendar

\*Approval Pending

For questions or details:  
[wellbrooks@ci.billings.mt.us](mailto:wellbrooks@ci.billings.mt.us)



# September 2013 *Billings*



SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5 AA5 Billings Gazette 3pm-9pm	6	7 Farmers Market ever Saturday this month 6am-1pm *Antique Flea Market 6am-8pm Downtown area
8	9	10	11	12	13 *Skyview High School Home Coming Parade Heights 12:30pm-2pm	14
15 Montana Marathon 6am-1pm	16	17	18	19	20	21
22	23	24	25	26	27	28
29 *Harper & Madison 10am-10pm	30					

## Special Event Calendar

**\*Approval  
Pending**

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# October 2013



SUN MON TUE WED THU FRI SAT

1 2 3 4 5  
**Spiral Skies Belly Dance**  
 5:30pm-8pm  
 Downtown  
**Farmers Market**  
**LAST ONE!**  
 6AM-1PM

6 7 8 9 10 11 12  
**HarvestFest**  
 6am-5pm  
 Downtown  
 \*United Luv Run

13 14 15 16 17 18 19  
**\*Nile Cattle Drive & Parade**  
 8am-11:30am  
 Rain out date for Harvestfest

20 21 22 23 24 25 26

27 28 29 30 31

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