



## Town Council Memorandum

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**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, MPA, ICMA-CM, Town Manager/Zoning Administrator  
**COPY:** Jeff Gore, Town Attorney, Justin Cecil, Chief of Police  
**SUBJECT:** Special Event Application Notification - 5K & Youth 1 Mile Race, May 2, 2026  
**DATE:** August 7, 2025

### BACKGROUND:

Staff has completed a comprehensive review of the Special Event Notification Form submitted for a 5K Run and Youth 1 Mile Race proposed for May 2, 2026. The application involves anticipated participation exceeding 50 individuals, thereby triggering municipal notification requirements under established special event protocols.

### SUMMARY:

Staff conducted a thorough examination of application materials and proposed race routes to ensure conformance with special event requirements. Administrative evaluation determined that the proposed event falls within established parameters for community recreational activities requiring municipal notification and coordination. This race is intended to mirror the previous Festival of Feet races held in the town. Staff have provided the applicant with the required VDOT application and advised on the appropriate next steps, should the Town Council approve the application as presented.

### STAFF RECOMMENDATION:

Based on a comprehensive administrative review and interdepartmental coordination with Bowling Green Police Department and Public Works, the staff recommends **APPROVAL** of the Special Event Notification for the 5K, and Youth 1 Mile Race scheduled for May 2, 2026. The proposed event demonstrates compliance with established special event protocols and appears consistent with community recreational activities previously approved under similar circumstances.

Staff will proceed with issuance of acknowledgment receipt to the applicant, distribution of appropriate notifications to relevant municipal departments, and implementation of monitoring procedures to ensure ongoing compliance with established conditions throughout event operations.

### DRAFT MOTION:

I move that the Council vote to approve the Special Event application 2025-0701.