



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Commission

**DATE:** January 13, 2026

**SUBJECT:** Discussion and possible action to not require a permit for a ribbon-cutting special event. - **Commissioner Mallozzi**

### **RECOMMENDATION:**

Commissioner Mallozzi recommends that the City Commission discuss and consider whether a ribbon-cutting event should be exempt from the requirement to obtain a special event permit.

### **BACKGROUND OF ITEM:**

The City's Code of Ordinances, Section 9-28, establishes regulations for special events to protect public health, safety, and welfare. Currently, a "special event" is broadly defined to include meetings, activities, or gatherings that differ from the usual permitted use of a site or that may affect pedestrian or vehicle traffic. The definition specifically includes "grand opening promotions and other similar events" that are not otherwise allowed by the land development code.

Ribbon-cutting events are often hosted by new or expanding businesses to celebrate a grand opening or milestone. These events are usually brief, have limited attendance, and are ceremonial. However, under the current Code, such events may be considered special events and therefore require the applicant to obtain a special event permit, submit supporting documentation, and pay the applicable filing fee.

### **ANALYSIS:**

Requiring a special event permit for ribbon-cutting events ensures City departments are informed about the event and can assess potential impacts on traffic, public safety, and public spaces. However, in practice, many ribbon-cutting events do not require police, fire, or other municipal services and generally do not have a significant effect on public facilities.

A "Simple" ribbon cutting can be a viable solution. Any business wishing to do a ribbon-cutting event can submit a letter of approval from the landlord and a description of the event containing the following information:

- Location (i.e., inside business, sidewalk, parking lot, etc.)
- Timeline of ribbon-cutting event
- Number of attendees
- Anything to be temporarily constructed outside of the business suite/bay

- Information on paid performers (i.e., DJ, dancers, clowns, etc.)

The landlord/property owner's approval letter and the ribbon-cutting event description can be submitted to Community Development for review. If the ribbon-cutting event seems minor in nature, it can be approved administratively without the need for a special event permit, or require a permit for more “significant/impactful proposals.

**ATTACHMENTS:**

1. Section 9-28 – Code of Ordinances