



To: Mayor Bergquist & Town Trustees

From: Sarah Weekes, Event Manager

Date: April 27, 2026

Re: **Consideration of Approval of a New Special Event Permit Application and Resolution 34-2026 for KFFR's "KFFR Membership Drive Spring Concert" Event, June 6, 2026**

**BACKGROUND:**

KFFR prides itself on serving the community through a wide variety of programming. From volunteer DJs and highlighting local musicians to promoting local businesses and community initiatives, KFFR is a vital pillar of Grand County. Fraser Valley Community Media (FVCM) operates the county's only community radio station, KFFR 88.3 FM, providing a public media outlet that supports nonprofits, municipalities, and businesses by disseminating important information throughout the region. KFFR regularly promotes local leaders through a weekly public affairs program that showcases individuals working in health care, mental health, education, government, and environmental stewardship. The station also partners with the County's Economic Development department to promote workshops and events that benefit local businesses and currently supports more than 70 local establishments by helping them connect with the community.

KFFR has submitted a Special Event Permit application for its Membership Drive Spring Concert and is requesting the Board of Trustees to waive the following fees in recognition of its nonprofit status and ongoing contributions to the Grand County community:

- Special event permit fee in the amount of **\$250.00**

**REVIEW CONSIDERATIONS**

Pursuant to Municipal Code Section 11-6-3(C): Special Event Permit Application Review and Approval, the Board of Trustees shall consider the following factors prior to approval of a Special Event Permit:

***Municipal Code 11-6-3(C): Special Event Permit Application Review and Approval.***

*1. Review Considerations. The following factors shall be considered prior to approval of a SEP:*

- (a) The predominant use of the primary facility being used; and*
- (b) The proposed event and the event hours; and*
- (c) Neighborhood compatibility; and*
- (d) Effect of the proposed event on the community; and*
- (e) The Town's anticipated cost in staff time and equipment use; and*
- (f) The benefit to non-profit from the event; and*
- (g) The benefit to local businesses from the event; and*



- (h) Duplication of services or sale items; and*
- (i) Nature of the past event issues or similar past event issues.*

**FISCAL NOTE**

As of 2026, no event fee waivers for KFFR have been approved by the Board of Trustees.

**SUGGESTED MOTIONS**

*I make a motion to approve/(deny)* **THE SPECIAL EVENT PERMIT APPLICATION AND approve/(deny) RESOLUTION 34-2026, A RESOLUTION SETTING CERTAIN FEES KFFR'S "KFFR MEMBERSHIP DRIVE SPRING CONCERT" EVENT TO BE HELD JUNE 6, 2026**