



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Oct. 12, 2026
Department:	Planning and Economic Development
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Planning Technician Dakotah Kimbrough

ITEM TO BE CONSIDERED

Subject: Special Event Permit – Harvest Fest

Attachments:

1. Special Event Permit Application
2. Event Layout

Summary:

The Elizabeth Keckly Center at Burwell School, together with WHUP, plans to hold a “Harvest Fest” event on Saturday, Nov. 7, on the site grounds. Set up for the event will begin at 9 a.m.; the event will run from noon to 4 p.m. and breakdown will be from 4 to 6 p.m. This is a ticketed, private event on private property, with tickets being sold as a fundraiser. An estimated 250 people will attend the event, with peak hours from 1 to 3 p.m.

There will be music on the front porch, a kid’s space, vendors, food trucks, and alcohol sales. Organizers have been provided with the Single Day Tax Compliance form. Equipment brought on site includes pop-up tents and microphones and amplification. Restroom and handwashing facilities will be available. Offsite parking will be made available at Mount Bright Baptist Church on Union Street for attendees.

Organizers are requesting that the town provide three waste rollout containers; no other services are requested.

Financial impacts:

Low; departmental costs associated with providing waste containers.

Staff recommendation and comments:

Staff are awaiting a finalized certificate of liability insurance and provision of the ABC permit. Approval is recommended.

Action requested:

Approve, approve with conditions, or deny the special event permit.