



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Sept. 9, 2024
Department:	Planning and Economic Development
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Shannan Campbell, Planning and Economic Development Manager

ITEM TO BE CONSIDERED

Subject: Special Event Permit – Hillsborough Half Marathon and 5K

Attachments:

1. Special Event Permit Application: Hillsborough Half Marathon Application
2. Event layout and routes

Summary:

Hillsborough Half Marathon is an annual event that brings a large crowd to town. The event will be held on Sunday, Oct. 6 from 7 a.m. to 8 p.m. in River Park. The race starts at 7 a.m. and concludes with a gathering/celebration in River Park starting at noon. Both the Hillsborough Police Department and the Orange County Sheriff's Office assist with intersections and street closures and the event goes out of town and back in.

Financial impacts:

Low; however, sponsorship is being requested for town services, so department-level costs are associated with Public Works and Police event assistance. The event organizer pays for HPD's time the day of the event but there is coordination/logistics and meetings leading up to the event as well.

Staff recommendation and comments:

Staff has the following concerns that are expected to be resolved or included as conditions before the event permit will be issued:

- A copy of the certificate of insurance needs to be provided before the event.
- No paint can be used on Riverwalk, roadways, or sidewalks. Only chalk or yard signs can be used.

Action requested:

Approve, approve with conditions, or deny the permit and subsequent road closures/greenway use/sponsorship of police and trash assistance.