



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date:	Nov. 10, 2025
Department:	Planning and Economic Development
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

#### PRESENTER/INFORMATION CONTACT

Dakotah Kimbrough, Planning Technician

#### ITEM TO BE CONSIDERED

**Subject:** Special Event Permit – 2025 Hillsborough Holiday Tree Lighting Ceremony

**Attachments:**

1. Special Event Permit Application
2. Road Closure Information

**Summary:**

The Hillsborough Holiday Tree Lighting Ceremony is to be held on Saturday, Dec. 6, from 6 to 7 p.m. Event setup will begin at 4 p.m. and breakdown will commence at 7 p.m.

The mayor and other elected officials will be present. This event will be held in conjunction with the "Photos with Santa" event at the Visitor's Center and will feature carolers in addition to the tree lighting. An estimated 250 people will be in attendance.

The event organizer is requesting that Court St. be closed for the duration of the event and police coverage provided.

**Financial impacts:**

Low to moderate; Public Works and Police Department assistance are requested for street closure consisting of barricades and coverage.

**Staff recommendation and comments:**

Staff recommends approval. We are waiting for a finalized Certificate of Insurance.

**Action requested:**

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