



## 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 Light up the Night Hillsborough Holiday Parade

##### Attachments:

1. Special Event Permit Application
2. Holiday Parade Lineup
3. Holiday Parade Route

##### Summary:

The annual Hillsborough Holiday Parade will be held on Sunday, Dec. 7, from 4 to 6 p.m. Setup will begin at 1 p.m. and breakdown will be completed by 7 p.m. Organizers estimate about 5,000 people to attend, with peak attendance between 4 to 7 p.m.

The lineup for floats and participants will be on North Churton Street from Hwy 70 to the intersection of Corbin Street, and then along East Corbin Street to North Mitchell Street. Lineup for the Elves on Parade race, which will precede the floats and community groups, will be on Mitchell Street between East Queen Street and Caine Street. The parade route will proceed down North Churton Street from the intersection of Corbin Street and take a left turn onto East Margaret Lane. From there, participants will either proceed along St. Mary's Road away from the parade or take North Cameron Street so that participants on floats can disembark safely.

Organizers are requesting road closures, traffic control, police coverage, and trash rollout carts. Churton Street will need to be closed from the intersection of Hwy 70 to Margaret Lane, and East Margaret Lane to South Cameron Street.

##### Financial impacts:

Low to moderate; departmental costs associated with Public Works and the Police Department for assistance with trash rollout carts, barricades, street sweeping, and police 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 request.