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4 **ORDINANCE 2026-01 – AN ORDINANCE OF THE CITY OF LAKE WORTH**
5 **BEACH, FLORIDA, AMENDING CHAPTER 21 “TRAFFIC,” ARTICLE I**
6 **“GENERAL,” AMENDING SECTION 21-16 “PERMITS FOR SPECIAL**
7 **EVENTS,” TO ESTABLISH REQUIREMENTS AND PROCEDURES FOR**
8 **SPECIAL EVENT APPLICATIONS AND PERMITS; AND PROVIDING FOR**
9 **SEVERABILITY, CONFLICTS, CODIFICATION, AN EFFECTIVE DATE, AND**
10 **FOR OTHER PURPOSES**
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13 **WHEREAS**, the City of Lake Worth Beach, Florida (the “City”) is a duly constituted
14 municipality having such home rule power and authority conferred upon it by the Florida
15 Constitution and Chapter 166, Florida Statutes; and
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17 **WHEREAS**, the City Commission desires to amend Section 21-16 of Article I of Chapter
18 21 of the City’s Code of Ordinances, to establish requirements and procedures for special event
19 applications and permits; and
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21 **WHEREAS**, the City Commission finds and declares that this Ordinance is appropriate
22 and is in the best interest of the health, safety, and welfare of the City, its residents, and visitors.
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24 **NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF**
25 **LAKE WORTH BEACH, FLORIDA, that:**
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27 **Section 1:** The foregoing “WHEREAS” clauses are incorporated into this Ordinance
28 as true and correct findings of the City Commission.
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30 **Section 2:** Chapter 21 “Traffic,” of Article I “General,” Section 21-16 “Permits for
31 special events,” is hereby amended to read as follows (deletions in ~~strikethrough~~ text and
32 additions in underline text):
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34 **Sec. 21-16. – Permits for special events.**
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36 (a) It shall be unlawful to organize, conduct or participate in any special event on the streets
37 of the city or at any of the city’s outdoor recreational facilities, parks and/or open spaces
38 unless a permit for such special event has been issued by the city manager ~~or their~~
39 ~~designee, or by the city commission if the city manager or his designee determines that~~
40 ~~the proposed event raises an issue of policy that only the city commission can decide.~~
41 A special event is considered to be on the streets when the event substantially inhibits
42 the usual flow of pedestrian or vehicular traffic, even when the event may be primarily
43 conducted on private property. A special event permit shall be issued only after an
44 application has been submitted, on a form provided by the city, no later than sixty (60)
45 days prior to the date on which the special event is proposed to be held.
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47 (b) Definitions: For purposes of this section, the following words, terms and phrases shall
48 have the meanings ascribed to them in this subsection:
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- 50 (1) “city departments” shall mean departments of the City of Lake Worth Beach,
51 Palm Beach County Fire Rescue, and Palm Beach County Sheriff’s Office.
52 (2) “city-sponsored event” shall mean a special event expecting 100-500 people that
53 is hosted or sponsored by the City of Lake Worth Beach.

- 54 (3) “community/neighborhood event” shall mean a special event expecting fewer
55 than 100 people that does not require road closures, has minimal impact on city
56 services, and requires little to no public safety presence.
- 57 (4) “high-impact event” shall mean a special event expecting 100-500 people that
58 requires partial road closures or lane shifts, involves multiple city departments,
59 and may include vendors, amplified sound, stages, or parade components.
- 60 (5) “large festivals” shall mean special events expecting 1,000 or more people,
61 require full road closures or create major traffic impacts, involve significant
62 coordination with public safety agencies, utilize large-scale infrastructure such as
63 big stages, generators, alcoholic beverage service, or carnival rides.
- 64 (6) “special event” shall mean any parade, festival, celebration, block party, concert,
65 athletic event or competition, free food handout, or other gathering of persons,
66 animals, or vehicles, or any combination thereof, having a common purpose,
67 design, or goal, which substantially inhibits the usual flow of pedestrian, vehicular
68 traffic, or which substantially preempts the use of a public area or building by the
69 general public, or which attracts, is intended to attract, or is likely to attract twenty-
70 five (25) people or more including event staff, vendors, and volunteers.
- 71
- 72 (c) A special event permit shall be issued only after an application has been submitted, on
73 a form provided by the city and all the requirements of this section have been met.
74 Special event permit applications must be submitted as follows:
- 75 (1) For community/neighborhood events: thirty (30) days prior to the date the
76 proposed special event is to be held.
- 77 (2) For city-sponsored and high-impact events: sixty (60) days prior to the date the
78 proposed special event is to be held.
- 79 (3) For large festivals and multi-day events: ninety (90) days prior to the date the
80 proposed special event is to be held.
- 81
- 82 (d) Special event permit applications must contain, at a minimum, the following information:
- 83
- 84 (1) The name of the individual(s) or organization that will be organizing, hosting, or
85 running the event, including serving or distributing food, including contact
86 information;
- 87 (2) The activities that will be part of the event, including entertainment, food and
88 beverage service, alcoholic beverages;
- 89 (3) The location at which the event will be held, including a general site plan
90 describing the layout of the event, including tents, stage, food and beverage
91 service locations, emergency medical facilities, sanitary facilities, trash
92 receptacles, parking areas, and a security plan;
- 93 (4) Whether street closings are requested and, if so, which streets and when;
- 94 (5) Whether utility services, such as electrical power or water, will be required;
- 95 (6) The date(s) when the event will be held, including when food is anticipated to be
96 served or distributed;
- 97 (7) The times of day when the event will be held, including set up and clean up times,
98 and times of day when food service and distribution is anticipated to be served
99 or distributed on each date listed in the notice;
- 100 (8) The approximate or expected number of event personnel, including food
101 preparers and servers on the site for the event; and
- 102 (9) The approximate or expected number of individuals who will attend the event or
103 be served food.
- 104 (10) A certificate of insurance naming the city as additional insured and including
105 general commercial liability coverage in the amount of \$1,000,000.00, or more,
106 per occurrence. In the alternative, the applicant may purchase tenant’s and

- 107 user's liability insurance policy (TULIP) for the time period covering the event.
- 108 (11) For events that serve perishable food items and/or cooked items require all
- 109 distributors and servers to have a Florida Department of Health Food Handlers
- 110 certification card or a food safety course completion certificate or certification
- 111 card approved by the Florida Department of Business and Professional
- 112 Regulation. A copy of the certification card(s) must be provided to the city with
- 113 the application for the event.
- 114
- 115 (e) Special event permit applications must be accompanied by an application fee and
- 116 security deposit, as established by resolution of the city commission from time to time.
- 117 There is no application fee or security deposit required if the applicant certifies that the
- 118 proposed event is for public expressive conduct or speech.
- 119
- 120 (f) Special event permits for free food handout events
- 121 (1) Free food handout events include social service food sharing, and any event for
- 122 the delivery or service of food at no charge to the recipient in a public space. For
- 123 purposes of this section, public space includes any dedicated or undedicated
- 124 public street, highway, sidewalk, park, parkway, right-of-way, alley, public way,
- 125 and the buildings and property owned or operated by any governmental agency
- 126 within the city including federal, state, county, city, and community
- 127 redevelopment agency buildings and properties. Excluded from this definition are
- 128 activities of city permitted, licensed, or contracted concessionaires, lessees, or
- 129 licensees.
- 130 (2) No more than two (2) special event permits for free food handout events will be
- 131 issued to the same person, group, or organization in a consecutive twelve (12)
- 132 month period for the same public space.
- 133 (3) Free food handout events are only permitted at the following locations:
- 134 a. Memorial Park Pavilion;
- 135 b. Howard Park Pavilion; and
- 136 c. Sunset Ridge Park Pavilion.
- 137
- 138 (g) All special event permits are issued on a first-come, first-served basis and are dependent
- 139 upon availability.
- 140
- 141 (h) The permit holder shall remove or cause the removal of substantially all trash or debris
- 142 from the site that was generated by the event and deposit the trash or debris in the
- 143 provided public trash receptacle(s) or in a private trash receptacle if permission from the
- 144 receptacle owner was obtained.
- 145
- 146 (i) All special event permit applications are reviewed by the Palm Beach County Sheriff's
- 147 Office (PBSO), which is the law enforcement agency for the City. PBSO will determine
- 148 if law enforcement/security is required for the special event. PBSO will inform the City of
- 149 its determination and whether PBSO officers are available to fulfill this requirement.
- 150 (1) If law enforcement/security is required and PBSO has available officers, the
- 151 applicant shall contract with PBSO to provide this service.
- 152 (2) If law enforcement/security is required and PBSO does not have available
- 153 officers, the applicant shall hire a private security vendor utilizing the City's
- 154 preferred vendor list to provide this service.
- 155 (3) If law enforcement/security is required and both PBSO and the City's preferred
- 156 vendor(s) do not have available officers, the applicant shall hire a third-party
- 157 licensed security company to provide this service and provide the following
- 158 documentation to the city:
- 159 a. Valid State of Florida security license (company and officers assigned

- 160 to the special event);
161 b. Certificate of Insurance meeting the requirements in this section,
162 including naming the City of Lake Worth Beach as an additional insured;
163 c. W-9 and required city vendor forms;
164 d. Proof of worker's compensation insurance coverage or exemption.
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166 (j) Special event permits may be approved, approved with conditions, approved at alternate
167 locations, or denied. The city will provide a written response to the applicant within ten
168 (10) business days of receipt of the permit application.
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170 (k) Special event permits may be denied on the following grounds:
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172 (1) The application was not timely submitted;
173 (2) The application (including any required attachments and submissions) was not
174 fully completed and executed;
175 (3) The applicant, or the person or entity on whose behalf the application has been
176 made, has on prior occasions damaged city property and has not paid in full for
177 such damage, or has other outstanding and unpaid debts to the city;
178 (4) An application for the same time and place has been received that will result in
179 the issuance of a special event permit to the prior applicant and multiple
180 occupancy of the particular location during the proposed event(s) is not
181 reasonably feasible;
182 (5) The proposed event would conflict with a city event scheduled for the same time
183 and place;
184 (6) The proposed event would present an unreasonable danger to the health or
185 safety of the applicant, government employees, or the general public;
186 (7) The applicant has not complied or cannot comply with applicable licensure
187 requirements, laws, ordinances or regulations of the state, the county, or the city
188 concerning the sale or offering for sale of any goods or services
189
190 (l) In denying an application for a special event permit, the city may, in the interest of traffic
191 control and public safety, authorize the event in a different location from what was
192 requested in the application. An applicant desiring to accept the permit for the alternate
193 location, shall within five (5) days after notice of the action of the city, file a written notice
194 of acceptance with the city.
195
196 (m) If an individual submits an application for a special event permit for an event to be held
197 by an organization and the application does not disclose the organization's involvement,
198 the permit will be revoked, and the organization will not be issued any special event
199 permits for a period of up to twelve (12) months.
200
201 (n) Any applicant or property owner shall have the right to appeal the denial of a special
202 event permit or the revocation of a special event permit, to the city manager. The appeal
203 shall be submitted to the city clerk no later than ten (10) business days after the date of
204 notice to the applicant of the permit denial or revocation. Upon receipt of a request for
205 appeal, the date and time at which the city manager shall hear the appeal shall be set
206 by the city clerk, but not more than forty (40) business days after the request for appeal
207 is submitted. Upon setting the matter for hearing, the city clerk shall notify the appellant
208 of the date and time of such hearing. The appellant or a designated agent shall be
209 required to appear at the hearing. The appeal shall be heard with the same process as
210 a quasi-judicial item with sworn testimony from the appellant and city staff. If an attorney
211 shall be representing the appellant, a notice of appearance shall be filed with the city
212 attorney's office no less than five (5) days before the scheduled hearing. The hearing on

appeal shall be de novo or as if by original jurisdiction. The city manager shall hear evidence as to the manner by which city staff evaluated the criteria set out in this article. The city manager shall sustain or reverse the decision of city staff in accordance with the city manager’s judgment as to whether the application meets the criteria set out in this article. Failure of the appellant to appear shall result in denial of the appeal.

(o) Enforcement.

- (1) Violations of this section may be enforced pursuant to articles VI or X of chapter 2 or by any other legally available means.
- (2) Due to the limited duration nature of special events, provision of a reasonable time period to correct a violation is not required.
- (3) Violations of this section shall constitute a misdemeanor enforceable in accordance with section 1-6 of the Code, and may also be enforced by an injunction or other legal or equitable relief in the circuit court against any person violating this section. Such methods of enforcement may be pursued independently or simultaneously with each other and any other method of enforcement.
- (4) The submission of false or inaccurate information in or related to an application may be considered fraud, which may be reported to applicable law enforcement agencies.
- (5) The applicant and/or property owner shall be responsible to the city for any enforcement costs, including reasonable attorney fees, and nothing shall bar the city from collecting such costs and fees, with applicable interest, including all costs that may be associated with any legal remedy undertaken by the city through its city attorney.
- (6) If a special event is determined by the city manager, designated city department director or law enforcement to endanger the public health, safety and welfare, the city may exercise its police power to require that said special event cease to operate immediately or at a time certain determined by the city.
- (7) Revocation of special event permit.
 - a. If a special event is held in violation of the terms of the permit or in violation of this section, the city may revoke or rescind the special event permit.
 - b. The submission of false or inaccurate information in the application, failure to provide all information and documentation required by this section, failure to obtain all other necessary permits, or failure to make payment of fees or charges shall be cause for revocation of the special event permit.
 - c. The city may revoke a special event permit as provided herein, and shall provide notice of such revocation, and the reasons therefor. The applicant may appeal such revocation in accordance with the procedures in this section for denial of a permit.
 - d. The city shall not issue refunds for revoked special event permits.

Section 3: Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 4: Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

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Section 5: Codification. The sections of the ordinance may be made a part of the City Code of Laws and ordinances and may be re-numbered or re-lettered to accomplish such, and the word "ordinance" may be changed to "section", "division", or any other appropriate word.

Section 6: Effective Date. This ordinance shall become effective 10 days after passage.

The passage of this ordinance on first reading was moved by _____, seconded by _____, and upon being put to a vote, the vote was as follows:

- Mayor Betty Resch
- Vice Mayor Sarah Malega
- Commissioner Christopher McVoy
- Commissioner Mimi May
- Commissioner Anthony Segrich

The Mayor thereupon declared this ordinance duly passed on first reading on the ____ day of _____, 2026.

The passage of this ordinance on second reading was moved by _____, seconded by _____, and upon being put to a vote, the vote was as follows:

- Mayor Betty Resch
- Vice Mayor Sarah Malega
- Commissioner Christopher McVoy
- Commissioner Mimi May
- Commissioner Anthony Segrich

The Mayor thereupon declared this ordinance duly passed on the ____ day of _____, 2026.

LAKE WORTH BEACH CITY COMMISSION

By: _____
Betty Resch, Mayor

ATTEST:

Melissa Ann Coyne, MMC, City Clerk