

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** January 6, 2026

**DEPARTMENT:** Leisure Services

**TITLE:**

Ordinance No. 2026-01 – First Reading – amending Chapter 21 “Traffic” Article I “General”; Section 21-16 “Permits for Special Events”

**SUMMARY:**

The Ordinance will establish requirements and procedures for Special Event applications and permits in the City.

**BACKGROUND AND JUSTIFICATION:**

The Leisure Service Department has reviewed Chapter 21 “Traffic” Article I “General”; Section 21-16 regarding Permits for Special Events and determined improvements to establish requirements and procedures for Special Event applications and permits.

The amendment to the ordinance offers definitions of “city-sponsored events”, “community/neighborhood event”, “high-impact event”, “large festivals”, and a revised definition of “special event” to include concerts, athletic events, and free food handouts that attracts, is intended to attract, or is likely to attract twenty-five (25) people or more including event staff, vendors, and volunteers.

The amendment adopts a minimum number of days prior to various sized events that a completed special events application must be submitted to the City. These changes also clarify the information that is required on all special event applications in order to be considered. The application is also required to be reviewed by PBSO to determine if law enforcement/security is required for the special event. PBSO will inform the City of its determination and whether PBSO officers are available to fulfill this requirement or whether other steps are required to ensure safety of the event.

This ordinance defines free food handout events to include social service food sharing, and any event for the delivery or service of food at no charge to the recipient in a public space. For purposes of this section, public space includes any dedicated or undedicated public street, highway, sidewalk, park, parkway, right-of-way, alley, public way, and the buildings and property owned or operated by any governmental agency within the city including federal, state, county, city, and community redevelopment agency buildings and properties. Excluded from this definition are activities of city permitted, licensed, or contracted concessionaires, lessees, or licensees. No more than two (2) special event permits for free food handout events will be issued to the same person, group, or organization in a consecutive twelve (12) month period for the same public space. Free food handout events are only permitted at the following locations: Memorial Park Pavilion; Howard Park Pavilion; and Sunset Ridge Park Pavilion.

The amendment establishes the criteria that a special event permit could be denied, the process for an applicant to appeal the denial, the reasons a permit can be revoked, and the enforcement thereof.

**MOTION:**

Move to approve/disapprove Ordinance 2026-01 on first reading and set the second reading and public hearing for January 20, 2026

**ATTACHMENT(S):**

Ordinance 2026-01