

STAFF REPORT REGULAR MEETING

AGENDA DATE: February 3, 2026

DEPARTMENT: Leisure Services

TITLE:

Ordinance No. 2026-01 – Second 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 Ordinance provides new and revised definitions; requires a permit for events of twenty-five (25) people or more including event staff, vendors, and volunteers; provides additional restrictions for free food handout events; establishes procedures and requirements for permits including application submittal, review, and approval, approval with conditions, or denial, revocation, enforcement, and appeal.

The Ordinance passed on first reading with a 4-1 vote at the January 6 City Commission meeting. At the January 20 City Commission meeting, the Commission gave staff direction for additional revisions and Commissioners were to individually submit comments to staff for consolidation and further discussion on February 3. The Commission continued the public hearing to the February 3 City Commission meeting.

The Ordinance has been revised as follows:

- To include additional Whereas paragraphs regarding the intent of the regulations and the City’s ability to impose reasonable time, place and manner restrictions on the expression of free speech
- To clarify the number of people under the various categories of events
- To add definitions for “public event” and “public space”
- To change “free food handouts” to “food sharing”
- To clarify that the regulated food sharing events are public events
- To clarify activities that are exempt from the food sharing regulations
- To change Sunset Ridge Park to Northwest Park under the locations where food sharing events may occur
- To add that a permit could be denied if the application and/or proposed event do not comply with the requirements of the Section

Based on Commissioner comments, additional direction is needed as follows:

- Whether the maximum number of food sharing events per person/group/organization per location within a 12 month period should be 3 or 4
 - This change is needed to complete the Ordinance being presented.
- Whether the restrictions on food sharing events should apply to events providing other community assistance services, such as distribution of personal necessities, public health supplies, medical or first-aid assistance, counseling or referral services, hygiene services (including showers), or similar supportive activities
 - This change would require additional definitions and perhaps other changes. This may be done through a subsequent Ordinance or through changes to this Ordinance. Adding these changes to

this Ordinance may be considered at a workshop to provide direction to staff and re-start the adoption process by bringing the Ordinance back for post-revision first reading.

MOTION:

Move to approve/disapprove Ordinance 2026-01 amending Chapter 21 "Traffic" Article I "General"; Section 21-16 "Permits for Special Events"

ATTACHMENT(S):

Ordinance 2026-01