

Special Event Permit

Study Session Meeting | Date: July 15, 2025

Requested By: Community Services Department

Special Event



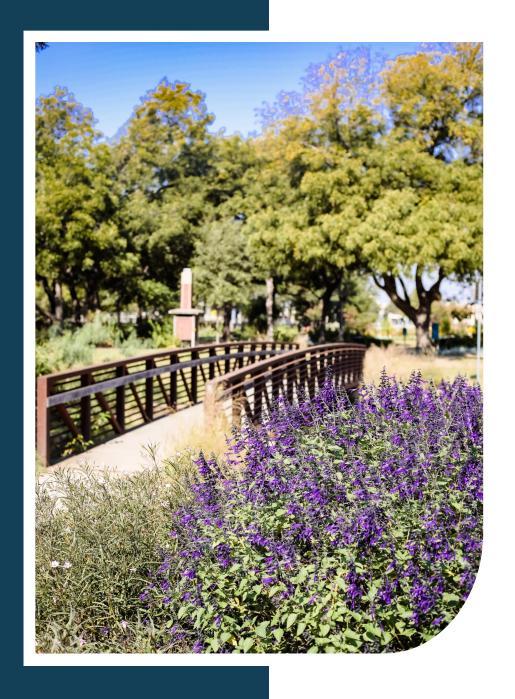
Background

Special events are increasing throughout the city for corporate events and resident events that have requirements from various departments. For example:

- Large tents require fire department approval
- Street closures require fire, police, and public works approval.
- Food distribution or sales requires health approval.

The city lacks a centralized process for permitting special events.

Currently, the only permit available is a special event and temporary sign permit for non-profit organizations.



New Special Event Ordinance and Permit

- One permit application with 3 permit levels.
- Type 1: 1,000 or more attendants

 Type 2: 1,000 or fewer attendants

 Type 2: 1,000 or less with temp fixtures
- Establishes application timelines for review and approval.
- 4 Establishes a new \$50.00 permit fee

Special Events Permitting

Centralized Process for customers

Provides a fee for city processing

Better Collaborations across departments

Streamlines the review and issuance of the permit



Discussion & Direction

