

MEMORANDUM

DATE: July 26, 2022

TO: Honorable Mayor and City Commission

VIA: James Slaton, City Manager

FROM: Jennifer Nanek, City Clerk

REGARDING: Special Event Permit for Circle of Friends Friendsgiving event

SYNOPSIS: *Circle of Friends has submitted Special Event application to host a Friendsgiving event on November 19, 2022 from 11:00 a.m. – 4:00 p.m. This application requests the closure of Stuart Avenue between First Street and Market Street.*

RECOMMENDATION

Staff recommends approval of the application and closure of Stuart Avenue between First and Market Streets from 8:00 a.m – 5:00p.m on Saturday November 19, 2022.

BACKGROUND

The Circle of Friends organization wants to host a community event called Friendsgiving. This event will include food, games, vendors, DJ and other activities.

Set up will begin at 8:00 a.m. This portion of Stuart Avenue between First Street and Market Street will be closed between 8:00 a.m. and 5:00 p.m. The sponsor will provide sanitary facilities, dumpster and will notify area businesses of the closure.

OTHER OPTIONS

Do not approve the application.

FISCAL IMPACT

Sponsor will reimburse the city 100% of its costs.

ATTACHMENTS

Special Event Application and Site Plan.