



Cover Memorandum/Staff Report

File #: 25-1074

Agenda Date: 8/28/2025

Item #: D.

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: August 28, 2025

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "SOMETHING SCARY HALLOWEEN BLOCK PARTY AND HAUNTED HOUSE" TO BE HELD ON OCTOBER 24, 2025, AT SPACE OF MIND & ON NW 1ST STREET; AND TO AUTHORIZE THE SPECIAL EVENTS MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE SPECIAL EVENT PERMIT

Recommended Action:

Special Events Technical Advisory Committee (SETAC) recommends the Development Services Management Group (DSMG) approve the special event known as SOMething Scary Halloween Block Party and Haunted House to be held on October 24, 2025; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

Space of Mind submitted a Special Event Application on July 23, 2025, for the SOMething Scary Halloween Block Party and Haunted House, to be held on October 24, 2025 at Space of Mind and on NW 1st Street. This is an annual event that has been held for 10 years at Space of Mind without issue. The outdoor block party is free to the public; however the indoor haunted house will have a cost of \$5.00. Space of Mind is looking to close NW 1st Street from 2:00pm - 10:00pm on October 24, 2025. This event will include alcohol, live music, food trucks, and cooking on site. The anticipated attendance is 600 people. The event will take place from 6:00pm - 10:00pm.

Special Event Technical Advisory Committee (SETAC):

SETAC recommends DSMG approve the event.
No special conditions are recommended by SETAC

Funding Source/Financial Impact:

Space of Mind is a non-profit 501C3 and will receive a 50% discount on soft costs.

Timing of Request:

The event is quickly approaching and the producer would like to begin advertising.