



Cover Memorandum/Staff Report

File #: 24-1355

Agenda Date: 10/10/2024

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Jeff Oris, CEcD, Assistant City Manager
DATE: October 10, 2024

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "COCO MARKET" TO BE HELD ON THE FIRST SUNDAY OF EACH MONTH IN 2025, AT THE OLD SCHOOL SQUARE AMPHITHEATER AND WEST LAWN; 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 Coco Market to be held on the first Sunday of each month in 2025; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

Cocoyogi Inc. submitted a Special Event Application on June 13, 2024 for the event Coco Market to be held at the Old School Square Amphitheater and West Lawn on the first Sunday of each month in 2025. This event is a free monthly community wellness event. The event has wellness workshops as well as community vendors and features a movement class to kick off each date. The Coco Market is held from 9am - 3pm. The event has been happening for the last 2 1/2 years and moved to Old School Square in 2023.

Special Event Technical Advisory Committee (SETAC):

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

Funding Source/Financial Impact:

There is no financial impact to the City as all costs will be billed to the event producer.

Timing of Request:

The event producer would like to start registering vendors.