



Cover Memorandum/Staff Report

File #: 26-1040

Agenda Date: 8/27/2026

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Events Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: August 27, 2026

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "12 DAYS OF CHRISTMAS - SANTA'S PAJAMA PARTY" TO BE HELD ON DECEMBER 17, 2026, AT THE LIBBY WESLEY PLAZA AND SW 5TH AVENUE; 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 12 Days of Christmas - Santa's Pajama Party to be held on December 17, 2026; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

The SET Community, Cynthia Ridley, submitted a Special Event Application on August 3, 2026 for the event 12 Days of Christmas - Santa's Pajama Party to be held on Thursday, December 17, 2026, at the Libby Wesley Plaza and on SW 5th Avenue. This event is to give away free toys to the children and families who live in the community. The event has happened for the previous 6 years. This event will close SW 5th Ave from Atlantic Avenue to SW 1st Street from 2:00 pm- 9:00 pm on that day, the road will be closed for the safety of the children and families coming to the event and will be the location for vendors. The event will take place from 5:00pm - 8:30pm, with an expected attendance of 300 people. The event will also feature live music and cooking on site.

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. The producer will be billed for all costs.

Timing of Request:

The event producer would like to begin gathering donations and setting vendors and begin advertising.