

**BACKUP MATERIAL FOR FIRST READING OF PROPOSED SPECIAL EVENT ORDINANCE NO. 26-5585 ON  
APRIL 20, 2026**

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**PROPOSED ORDINANCE NO. 26-5585**

**ORDINANCE NO. 26-5585**

AN ORDINANCE OF THE CITY OF SARASOTA, FLORIDA AMENDING THE SARASOTA CITY CODE CHAPTER 29.6, ENTITLED "SPECIAL EVENT PERMITS", AMENDING DEFINITIONS, APPLICATION PROCESS AND REQUIREMENTS FOR SPECIAL EVENTS; CREATING SECTION 29.6-8 SPECIAL EVENTS LASTING MORE THAN NINETY-SIX HOURS; CREATING SECTION 29.6-9 PERTAINING TO LITTER AT SPECIAL EVENTS; CREATING SECTION 29.6-10 PERTAINING TO CITY CO-SPONSORED EVENTS; CREATING SECTION 29.6-11 PERTAINING TO SECURITY DEPOSITS; CREATING SECTION 29.6-12 PERTAINING TO INDEMNIFICATION AND LIABILITY INSURANCE; CREATING SECTION 29.6-13 PERTAINING TO NONPROFIT SPECIAL EVENT PERMIT STATUS; AMENDING THE SARASOTA CITY CODE CHAPTER 20, SECTION 6 AND SECTION 7 PERTAINING TO SOUND PERMITTING FOR SPECIAL EVENTS; AMENDING THE SARASOTA CITY CODE CHAPTER 22, SECTION 22 AND SECTION 23 PERTAINING TO SPECIAL EVENTS; DELETING CHAPTER 23, SECTION 23.5 PERTAINING TO COMMERCIAL VENDING DURING SPECIAL EVENTS; AMENDING THE SARASOTA CITY CODE CHAPTER 30 SECTION 21 AND SECTION 23 PERTAINING TO RIGHT-OF-WAY USAGE PERMITS FOR SPECIAL EVENTS; AMENDING THE SARASOTA CITY CODE CHAPTER 33, SECTION 121 PERTAINING TO VALET PARKING AT SPECIAL EVENTS; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR THE SEVERABILITY OF PARTS HEREOF IF DECLARED INVALID OR UNENFORCEABLE; PROVIDING FOR READING BY TITLE ONLY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Sarasota has provided for the permitting of special events which occur on City-owned property or within City maintained rights-of-ways through various ordinances which have been codified in the City Code; and,

WHEREAS, the last time substantive changes were made to the City Code relating to special events was in 2014; and,

WHEREAS, the office of special events is responsible for the processing of special event permit applications and for the issuance of special event and park permits; and,

WHEREAS, City staff has recognized the need to make changes and updates to the City Code as it relates to special events and park permits; and,

WHEREAS, City staff has sought community input regarding potential changes to the City Code pertaining to the regulation of special events; and,

WHEREAS, on April 8, 2024, a City Commission Workshop was held at which proposed changes to the Sarasota City Code relating to special events were to the City Commission; and,

WHEREAS, on May 7, 2024, a Downtown Improvement District meeting was held where proposed changes were presented to the District Board of Directors; and,

WHEREAS, on August 24, 2024, a Public Input Session was conducted via zoom and invitations to participate were sent to over 116 email addresses, including event organizers who submitted permit applications in the past two years, Downtown Improvement District (hereinafter "DID") members, Downtown Sarasota Condominium Association (hereinafter "DSCA") members, St. Armands Resident Association members, and Coalition of City Neighborhood Associations members (hereinafter "CCNA"), as well as other citizens who have shown an interest in special events; and,

WHEREAS, on May 14, 2025, City Staff met with downtown area residents to discuss their concerns regarding special events; and,

WHEREAS, on July 8, 2025, an additional DID meeting was held at which proposed changes to the City Code regarding special events were discussed with City staff in attendance; and,

WHEREAS, on July 9, 2025, City staff attended a DSCA meeting at which a discussion regarding special events occurred; and,

WHEREAS, on July 31, 2025, as a follow-up to the aforementioned Public Input Session held via zoom on August 24, 2024, a redlined version of proposed changes was provided to the aforementioned invitees, who were given an opportunity to provide further questions, comments, or edits over the next two weeks; and,

WHEREAS, after seeking input from citizens and members of the community and in consideration thereof City staff has completed the preparation of proposed Ordinance No. 26-5585; and,

WHEREAS, the proposed ordinance amends the City Code as it relates to special events and park permit applications and processes in order to more efficiently serve the public health, safety, and welfare.

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF SARASOTA, FLORIDA:

**Section 1.** The Sarasota City Code, Chapter 29.6, "Special Events Permits," is hereby amended to provide as follows: (New text is indicated by underline. Deleted text is indicated by ~~strikethrough~~.)

## **Chapter 29.6 SPECIAL EVENT PERMITS**

### **Sec. 29.6-1. Definitions.**

As used in this chapter, the following terms shall have the following meanings:

*City manager* means the city manager of the City of Sarasota, or ~~his or her~~ their designee.

*City services* mean any service provided by city personnel, including, but not limited to: utility services, providing and/or delivering equipment, trash removal, law enforcement/security services, coordination of road closures, blocking parking spaces, and any other service that requires coordination of city staff.

*Event organizer* means the person who is applying for the special event permit and will oversee the event. This person assumes all responsibility and liability for the event.

*Office of special events* means the city employee or employees designated by the city manager for the processing of ~~requests~~ applications for special event permits, ~~park permits, and right-of-way usage permits when necessary to conduct a special event~~ on public property.

*Permitted Area* means the area where the special event will be held and for which a site map has been approved as part of the Special event permit application.

*Person* means the state or any agency or institution thereof, a municipality, political subdivision, public or private corporation, individual, partnership, association or other entity, and includes any officer, employee, agent or governing or managing body of any municipality, political subdivision or public or private corporation.

*Public park* means a park ~~or parks,~~ or beach owned, operated or maintained by the city.

*Recurring special event* means an event that is organized by the same event organizer, is the same type of event and occurs at the same location at the same time of day ~~more frequently than once per year.~~

*Special event* means any organized activity occurring on city-owned property, or within city-maintained right-of-ways, or on state-owned right-of-ways (with Florida Department of Transportation approval) for which the organizer either requests the use of city services above and beyond the ordinary everyday use, or which requires a commercial vending permit, pursuant to section 23.3.6.

*Special event permit application request* means the forms provided by the office of special events in order to apply for a special event permit.

~~*Special event reservation request* means a form provided by the office of special events requesting that a date(s) be reserved for a specific event.~~

### **Sec. 29.6-2. Permit required.**

No person or persons shall conduct a special event without first having obtained a special event permit from the city's office of special events.

### **Sec. 29.6-3. Permit application.**

(a) A person may seek a special event permit from the office of special events by submitting a fully completed special event permit application request. A special event permit may only be issued for a specified limited period of time and shall set forth such conditions or requirements as shall be deemed necessary to mitigate potential adverse effects upon the event location and neighboring properties and to otherwise help ensure that the public health, safety and general welfare is protected.

(b) Special event permit applications must be submitted no later than ninety (90) days in advance of the event date. Special event permit applications submitted after ninety (90) days will be subject to a late fee. No special event permit application will be accepted less than sixty (60) days in advance of the event date. ~~A special event request must be received by the office of special events at least ninety (90) days in advance of the event date.~~

(c) ~~No Special event reservation request~~ permit applications will be accepted ~~may be more~~ submitted no more than three hundred sixty-four (364) days in advance except that events that were permitted in the previous year may submit a special event ~~reservation request~~ permit application no more than three hundred seventy-four (374) days in advance.

(d) No special event ~~reservation~~ permit application request will be accepted without payment of a nonrefundable ~~reservation application fee~~ and a security deposit, which may be refundable as described in the special event permit fee resolution.

(e) ~~Special event reservation requests received prior to the adoption of this chapter shall be processed according to the city's policies in place at that time.~~

(e) Special event permit applications which intend to allow for commercial vending must identify the name of each vendor and the proposed location during the special event.

**Sec. 29.6-4. Fees.**

Special event permit fees shall be established by resolution adopted by the city commission.

**Sec. 29.6-5. Standards for approving, with or without conditions, or denying the special event permit.**

(a) An request application for special event permit may be denied on any of the following grounds:

(1) The special event ~~reservation~~ permit application request was submitted more than three hundred sixty-four (364) days in advance, or if the event was permitted the previous year, the ~~reservation~~ special event permit application request was submitted more than three hundred seventy-four days (374) days in advance;

(2) The special event permit application request was submitted less than sixty (60) days prior to the event date or less than ninety (90) days prior to the event date and the event organizer did not tender the applicable late fee;

(3) The ~~applicant~~ event organizer has not tendered the security deposit, flat rate or the special event permit fee, or certificate of liability insurance thirty sixty-one (361) days in advance of the proposed event date or has not tendered the certificate of liability insurance thirty-one (31) days in advance of the proposed event date;

(4) The special event permit application request (including any required attachments and submissions) was not fully completed and executed;

(5) The ~~request~~ special event permit application contains a material falsehood or misrepresentation;

(6) The ~~applicant~~ event organizer is legally incompetent to contract or to sue or be sued;

(7) The ~~applicant or the person on whose behalf the request for the special event permit has been made~~ event organizer has on prior occasions damaged city property and has not paid in full for such damage, or has other outstanding and unpaid debts to the city;

(8) The ~~applicant, or the person on whose behalf the request for permit was made,~~ event organizer has on a prior occasion made a material misrepresentation regarding the nature or scope of an event or activity previously permitted by the city, or

who has previously violated the terms of a prior permit, issued to ~~or on behalf of the applicant~~ the event organizer;

(9) A special event ~~reservation permit application request~~ for the same time and place has been received, and a special event permit has or will be granted to the event organizer of the prior applicant permit application, authorizing uses or activities which do not reasonably permit multiple occupancy of the particular location or part thereof;

(10) The use or activity intended by the ~~applicant~~ event organizer would conflict with a previously planned event scheduled for the same time and place;

(11) There are alternate locations available where the event may reasonably be located without creating the type or degree of potentially adverse effects it is anticipated would result at a site for which the special event permit is requested;

(12) The proposed use or activity is inconsistent with the classification or uses of the permit area or surrounding area;

(13) The use or activity intended by the ~~applicant~~ event organizer would present an unreasonable danger to the health or safety of the ~~applicant~~ event organizer, government employees, or the general public;

(14) The ~~applicant~~ event organizer has not complied or cannot comply with applicable licensure requirements, laws, ordinances or regulations of the state, the county or the city concerning the sale or offering for sale of any goods or services;

(15) The use or activity intended by the ~~applicant~~ event organizer is prohibited by state or federal law or by ordinances or regulations of the county or the city;

(16) The special event requires the closure of a right-of-way and the ~~applicant~~ event organizer has not obtained a right-of-way usage permit as required under section 30-21 or 30-23;

(17) The ~~sponsor~~ event organizer of the special event intends to have commercial vending but has not ~~obtained a commercial vending permit as required under section 23-3.5~~ identified the name and location of each vendor participating in the special event at least five (5) days in advance of the proposed event date;

(18) The city is unable to provide the services required by the ~~applicant~~ event organizer to conduct the event.;

(19) The event organizer has been convicted a federal or state crime or found in violation of a city or county ordinance within the last two (2) years.

(b) Additional standards, restrictions and requirements for special event permits for events in St. Armands Circle Park and the public rights-of-way on St. Armands Key.

(1) The office of special events shall not issue special event or park permits for events to be held during the time period from February 1 through April 30.

(2) During the remainder of the year, no more than one (1) special event shall be permitted in St. Armands Circle Park per weekend and no more than two (2) special events per month shall be permitted in St. Armands Circle Park except for the months of January and October, when no more than three (3) events per month shall be permitted.

(3) No activities associated with the event (including set up and removal) shall take place in the park prior to 7:00 a.m. or after 11:00 p.m.

(4) Storage of materials and equipment for the special event shall not occur more than one (1) day prior to the commencement of the event and all materials and equipment placed in the park for the event must be removed no later than one (1) day after the event.

(5) No special event shall cause the closure of lanes of traffic on St. Armands Circle or shall redirect traffic from its normal flow around the circle, unless approved in writing by the city manager.

(6) When a ~~reservation~~ special event request application for a special event in St. Armands Circle Park is filed with the special events office, notification shall be given to the St. Armands Residents Association, and the St. Armands Circle Association ~~and the St. Armands Business Improvement District~~ via email that the ~~request application~~ has been filed. No special event permit shall be approved sooner than forty (40) days from the date that the notice of the ~~reservation~~ request was emailed to the aforementioned parties.

(c) The office of special events shall approve, approve with conditions, or deny any special event permit application ~~request for a special event permit~~, based upon the applicable standards contained in this section. In the event of a denial, the office of special events shall specify the particular standards under this section that the decision was based upon. These findings shall be provided in writing, with specificity, to the applicant event organizer.

(d) Additional standards, restrictions, and requirements for special event permits.

(1) Any special event that includes a right-of-way closure, sound permit and approval for the sale, consumption, or possession of alcoholic beverages shall not exceed one (1) day with the exception of those special events occurring in J.D. Hamel Park and Gulfstream Avenue adjacent to J.D. Hamel Park.

(2) The following requirements apply only to the area bounded by Fruitville Road to the north, Orange Avenue to the east, Mound Street to the south, Palm Avenue to the southwest, and U.S. 41 to the west:

(i) If the special event permit includes a right-of-way closure, sound permit, and sale, consumption, or possession of alcoholic beverages, then the office of special events shall not issue more than two (2) special events permits per month for such events unless approved by the city commission.

(ii) The office of special events shall not issue a special event permit on consecutive weeks/weekends for any of the right-of-ways which are directly adjacent to each other.

(3) The office of special events shall not issue more than two (2) special event permits per month for events to be held at J.D. Hamel Park and Gulfstream Avenue adjacent to J.D. Hamel Park.; provided, however, events cannot be held on consecutive weeks/weekends.

(4) The office of special events shall not issue more than four (4) special event permits annually for events to be held at Bayfront Park; provided, however, events cannot be held on consecutive weeks/weekends.

(5) The office of special events shall not issue more than one (1) special event permit per month for events to be held on Boulevard of the Arts from Lemon Avenue to Coconut Avenue.

(6) No street closures will be allowed on Main Street Monday through Friday before 5pm with the exception of legal holidays or with city manager approval.

(7) Except for subsections (d)(8) and (d)(9), the provisions of subsection (d) above shall not apply to city co-sponsored events as set forth by resolution.

(8) No special event activities (excluding tear down) shall take place after 11:00 p.m, with the exception of the city co-sponsored New Year's Eve Special Event.

(9) No special event permit may be issued for events to be held at the Bobby Jones Golf Club and Nature Park. However, events may be organized and held by the entity responsible for management of the Bobby Jones Golf Club in accordance with its contract with the City of Sarasota.

(e) A recurring special event is subject to the following requirements, unless approved by the city manager:

(1) Each event must be held at the same location, same day of the week, and same time of day.

(2) All dates for the recurring special event must be listed on the special event permit application.

(3) Each event must be of the same type and/or purpose.

(4) A special event permit fee shall apply to each date of the recurring special event.

(5) A recurring special event can occur no more often than weekly and no more than one (1) on a single application.

(f) For any special event involving the sale or consumption of alcoholic beverages, the event organizer must show proof of State of Florida issued permit for the sale or consumption of alcoholic beverages. The event organizer is responsible for compliance with all applicable laws relating to the State of Florida issued permit for the sale or consumption of alcoholic beverages.

(g) If the special event permit application is denied, the event organizer is not entitled to receive any reimbursement for any costs incurred by the event organizer during the application process, including the application fee.

**Sec. 29.6-6. Granting, with or without conditions, or denying a request for special event permit.**

(a) If the conditions precedent to a timely special event ~~request~~ permit application have been met, the office of special events shall approve, with or without special conditions, or deny an application ~~request~~ for a special event permit by the thirtieth day prior to the proposed event. ~~If no decision has been made, upon the expiration of the thirtieth day, or if the thirtieth day is a Saturday, Sunday, or holiday, upon the following working day, the permit shall be deemed to be granted.~~

(b) The special event permit, if granted, shall state on its face the name and address(es) of the person or persons to whom it is granted, the period of time in which it is valid, the location applicable to the special event permit and any special conditions or requirements imposed thereby. The special event permit may not be transferred to any other person or location.

**Sec. 29.6-7. Presentation of permit.**

A special event permit issued pursuant to this section shall be readily available for inspection during the permitted activity and shall be presented for inspection to any city officer or employee upon request.

**Sec. 29.6-8. Special events for more than ninety-six (96) hours.**

(a) Event organizers of special events which will occur in a public park or other city-owned property, excluding a city maintained right-of-way, must obtain approval from the city commission to receive a special event permit for any special event that will occur for more than ninety-six (96) hours (including set up and break-down). This requirement shall apply to both one-time and recurring events. Recurring special events are defined in Section 29.6-5 and will only apply for a one (1) year period and must be applied for annually. A special event application requesting a special event permit for more than ninety-six (96) hours must be received in the office of the city auditor and clerk at least five (5) months in advance of the event date. The city commission shall hold a public hearing on the proposed special event at least ninety (90) days prior to the event and prior to the issuance of the special events permit. A special event which will occur in a city maintained right -of-way for more than seventy-two (72) hours, must obtain a right-of-way permit as required under section 30-23.

(b) Written notice of the application for a special event permit shall be mailed by the office of the city auditor and clerk to the owners of all properties within five hundred (500) feet of the public park or city-owned property where the special event will occur. When the property owner's address is different from the site address, notification will be sent to the site address as well. The written notice shall also be provided to impacted neighborhood associations, property owners' associations or merchants' associations as the case may be. The event organizer shall be responsible for the cost of mailing the required notices. Along with the application, a minimum deposit of five hundred dollars (\$500.00) shall be required. The balance of the deposit shall be refundable upon payment of actual costs.

(c) The notice required by paragraph (b) above shall be entitled "Notice of Proposed Special Event" and shall identify the public park or city-owned property that is the subject matter of the application and shall further identify the event organizer, the nature of the special event and the dates, times, duration and frequency of the special event requested. The notice of proposed special event shall advise all recipients that a decision on the application for a special event permit for more than ninety-six (96) hours will be made by the city commission at a public hearing. If the special event permit is approved, then no material alteration to the nature of the special event, dates, times, duration or frequency may be made thereafter.

**Sec. 29.6-9. Litter.**

(a) Event organizers of special events are responsible for ensuring that the Permitted Area is free of all litter and debris and sidewalks are appropriately cleaned immediately following the event, and before 6 a.m. of the day after the special event.

(b) In the event this section is not complied with, the city manager has the authority to contract with a cleaning service and the cost of the cleanup will be the responsibility of the permit holder and, if not promptly paid, may be deducted from any required security deposit.

**Sec. 29.6-10. City co-sponsored events.**

City of Sarasota co-sponsored events are established by resolution adopted by the city commission. For an event to be considered for co-sponsorship by the city commission, the event must meet the following requirements:

(a) The event must support the vision, mission and values of the city and;

(b) The event organizer for a city co-sponsored event must be a nonprofit per the requirement of Sec. 29.6-13 and;

(c) The event must be free and open to the public and must not require admission to attendees and;

(d) A special event permit and any other required permits must be obtained for the special event as required by the applicable city ordinances.

The city reserves the right to request changes to a special event permit application seeking consideration as a co-sponsored event to meet the requirements of this section or deny the co-sponsorship request.

**Sec. 29.6-11. Security deposit.**

The office of special events may require the posting of a security deposit, or other form of security acceptable to the city manager, to ensure that any unpaid expenses or damages incurred as a result of the event are satisfied.

**Sec. 29.6-12. Indemnification and liability insurance.**

(a) Prior to the issuance of the special event permit, the event organizer is required to agree to indemnify and hold harmless the city in writing on a form acceptable to the city.

(b) Prior to the issuance of the special event permit, the event organizer is required to obtain, at its sole expense, public liability insurance, with minimum limits as required by the office of special events, which names the city as an additional insured and to provide proof of such insurance.

**Sec. 29.6-13. Nonprofit Special Event Permit Status.**

If the event organizer is a nonprofit organization and is seeking a special benefit as a result of its nonprofit status, it must:

- (a) be located, or benefit an organization(s) located within the City of Sarasota;  
and,
- (b) show proof of a valid 501(c)(3) or 501(c)(6) certification.

**Section 2.** The Sarasota City Code, Chapter 20, "Sound Regulations," is hereby amended to provide as follows: (New text is indicated by underline. Deleted text is indicated by ~~strikethrough~~.)

### **Sec. 20-6. Exceptions by permit.**

- (a) A person may seek a temporary exemption from the provisions of this chapter by seeking a special sound permit from the city manager. A fully complete special sound permit application must be submitted, on a form provided by the city manager. A special sound permit may only be issued for a specified limited period of time and shall set forth such conditions or requirements as shall be deemed necessary to mitigate potential adverse effects upon neighboring properties and to otherwise ensure that the public health, safety and general welfare is protected. Activities and special events permitted by the City of Sarasota shall be excepted from the provisions of this chapter provided they have been granted a special sound permit and abide by its conditions. The city manager may adopt administrative rules, as he or she deems necessary, to implement the provisions of this section.

### **Sec. 20-7. Exemptions.**

The provisions of this chapter shall not apply to:

...

~~(20) Road festivals, parades, fireworks displays and special events for which an appropriate permit has been obtained from the city, in compliance with any conditions imposed by that permit and within the permitted area and any privately owned property located contiguous with any public right of way that is closed pursuant to a parade, road festival, or special event permit;~~

~~(21) Festivals or events occurring on public parks or beaches which are permitted or approved by the city;~~

(220) Any conduct regulated by F.S. 316.3045 pertaining to sound produced by a radio, tape player, compact disc player, portable music or video player, cellular telephone, tablet computer, laptop computer, stereo, television, musical instrument or other mechanical sound making device or instrument, which sound emanates from the motor vehicle.

...

**Section 3.** The Sarasota City Code, Chapter 30, “Streets, Sidewalks and Other Public Places,” is hereby amended to provide as follows: (New text is indicated by underline. Deleted text is indicated by ~~strikethrough~~.)

**Sec. 30-21. Right-of-way usage permits for special events [seventy-two (72) hours or less].**

~~Sponsors~~ Event organizers of special events ~~which will occur~~ occurring on city streets within the public right-of-way must obtain a right-of-way usage permit from the office of ~~special events~~ engineering, to permit the closure of the street(s) for seventy-two (72) hours or less. For events requesting street closures for more than seventy-two (72) hours, see section 30-23.

- (a) *Special event that will not occur more frequently than once per year.* In the event that an ~~applicant~~ event organizer desires to conduct a special event within the city right-of-way that will not occur more frequently than once during a calendar year and will last seventy-two (72) hours or less, then the ~~applicant~~ event organizer must ~~obtain signatures from two-thirds of the impacted property representatives indicating no objection to the proposed street closure~~ provide a “Notice of Proposed Street Closure” to impacted property representatives which shall include the event organizer’s name, event date, time, description, and location. Impacted property representatives are those persons who own property, conduct a business or reside on a section of street proposed for closure; or those on a street which has its sole ingress and egress on a section of street proposed for closure; or whose private parking access is on a section of street proposed for closure. ~~In the event that a signature is obtained from an impacted property representative who conducts a business, then the signature shall be obtained from a proprietor or manager of the business establishment. A list of impacted property representatives and their addresses may be obtained from the office of special events. Where impacted residents~~ property representatives are members of a condominium association, an association representative shall sign be notified on behalf of the residents and that association representative shall be responsible for providing the notice to all residents and/or posting the notice in a location accessible to all residents. Where impacted property representatives are residents of a rental property, the property manager or property management company shall be notified on behalf of the residents and the and the property manager or property management company shall be responsible for providing the notice to all residents and /or posting the notice in a location accessible to all residents. The event organizer must mail or hand deliver the Notice of Proposed Street Closure to the proprietor or manager of the business establishment, the condominium association representative, or the property manager/property management company. Each impacted property representative whose signature is obtained must be provided with a “Notice

~~of Proposed Street Closure". The applicant event organizer shall bear the sole cost of obtaining the required signatures providing the Notice of Proposed Street Closure and shall provide a copy of the notice along with a delivery list confirming notice was provided to the applicable impacted property representatives pursuant to this subsection. which shall be presented to the office of special events for verification.~~

(b) *Special event that will occur more frequently than once per year.* In the event that the ~~applicant event organizer~~ desires to hold a special event that will require a street closure on a recurring basis more frequently than once during a calendar year then notice shall be provided in accordance with subparagraphs (1) and (2) below. (For purposes of this paragraph, if one organization holds multiple events, these events shall be treated as separate events even though they may be similar), and if one organization holds a single event over a number of days, the event shall be treated as a single event.

(1) Written notice of the application for right-of-way usage permit shall be mailed by the office of the city auditor and clerk to the owners of all properties within five hundred (500) feet of the segment of the public street that is requested to be closed. When commercial or business properties are known to be occupied by tenants, the ~~applicant event organizer~~ shall provide notice to tenants as well, and the ~~applicant event organizer~~ shall execute an affidavit that a reasonable effort was made to notify all tenants within the aforesaid area. The written notice shall also be provided to impacted neighborhood associations, property owners' associations or merchants' associations as the case may be. The ~~applicant event organizer~~ shall be responsible for the cost of mailing the required notices.

(2) The notice required by subparagraph (1) above shall be entitled "Notice of Proposed Street Closure" and shall identify the street or segment of the street that is the subject matter of the request for closure and shall further identify the ~~applicant event organizer~~, the nature of the special event for which the street closure is requested and the dates, times, duration and frequency of the street closures requested. The notice of proposed street closure shall advise all recipients that a decision on the application for a right-of-way usage permit to allow the street closure will be made by the office of special events unless the office of the city auditor and clerk receives written requests from at least five (5) recipients requesting that the application be decided by the city commission at a public hearing within fourteen (14) days after receipt of the notice. In the event that the office of the city auditor and clerk receives five (5) timely written requests that the application for a usage permit be considered by the city commission, then the city auditor and clerk shall place the application for a usage permit on a city commission agenda to be heard at a legislative public hearing.

(3) The provisions of subparagraphs (1) and (2) above shall apply only to those applications for usage permits to allow street closures to accommodate special events that will occur more frequently than once a year. The provisions of subparagraphs (1) and (2) above shall not apply to the Saturday morning farmers' market currently operated by the SFMV, Inc., on Lemon Avenue and shall not apply to any renewals of the

usage permit for the farmers' market at the time and place where it is currently permitted. The provisions of subparagraphs (1) and (2) above shall likewise not apply to the Newtown Farmers Market currently operated by Newtown Nation at Martin Luther King Jr. Park and shall not apply to any renewals of the usage permit for the Newtown Farmers Market at the time and place where it is currently permitted. The provisions of subparagraphs (1) and (2) above shall likewise not apply to events which are sponsored by the City of Sarasota or a dependent special district of the City of Sarasota and shall not apply to any renewals of the usage permits for said events. For recurring special events, as defined in Sec. 29.6-1, when applying for an initial recurring special event permit application, the event organizer must comply with the provisions of subparagraphs (1) and (2) above. For subsequent years, subparagraphs (1) and (2) shall not apply to that recurring special event, so long as there is not a material change in the recurring special event. Material changes include a change in the location and/or time of day of the event, a change in type and/or purpose of the event, an anticipated increase in attendance of ten percent or more, any change that will require a change in the right-of-way permit or other changes determined in the sole discretion of the city manager.

(c) *Notice of proposed street closure.* The notice required by paragraphs (a) and (b) above shall be entitled "Notice of Proposed Street Closure" and shall identify the street(s) or segment of the street(s) that are the subject matter of the request for closure and shall further identify the applicant event organizer, the nature of the special event for which the street closure is requested and the dates, times, duration and frequency of the street closures requested. If the street closure is approved, then no material alteration to the nature of the special event, dates, times, duration or frequency may be made thereafter.

**Sec. 30-23. Right-of-way usage permits for special events [more than seventy-two (72) hours].**

(a) ~~Private sponsors~~ Event organizers of special events which will occur on city streets within the public right-of-way must obtain approval from the city commission to permit the closure of the street(s) for more than seventy-two (72) hours. This requirement shall apply to both one-time and recurring events. A special event application requesting a right-of-way usage permit for more than seventy-two (72) hours must be received in the office of the city auditor and clerk at least five (5) months in advance of the event date. The city commission shall hold a public hearing on the proposed street closures at least ninety (90) days prior to the event and prior to the issuance of the special events permit.

(b) Written notice of the application for right-of-way usage permit shall be mailed by the office of the city auditor and clerk to the owners of all properties within five hundred (500) feet of the segment of the public street that is requested to be closed. When the property owner's address is different from the site address, notification will be sent to the site address as well. The written notice shall also be provided to impacted neighborhood associations, property owners' associations or merchants' associations as the case may be. The applicant event organizer shall be responsible for the cost of mailing the required notices. Along with the application, a minimum deposit of five hundred dollars

(\$500.00) shall be required. The balance of the deposit shall be refundable upon payment of actual costs.

(c) The notice required by paragraph (b) above shall be entitled "Notice of Proposed Street Closure" and shall identify the street(s) or segment of the street(s) that are the subject matter of the request for closure and shall further identify the applicant event organizer, the nature of the special event for which the street closure is requested and the dates, times, duration and frequency of the street closures requested. The notice of proposed street closure shall advise all recipients that a decision on the application for a usage permit to allow the street closure will be made by the city commission at a public hearing. If the street closure is approved, then no material alteration to the nature of the special event, dates, times, duration or frequency may be made thereafter.

**Section 4.** The Sarasota City Code, Chapter 33, "Traffic and Motor Vehicles", Article IV, "Stopping, Standing or Parking", is hereby amended to provide as follows: (New text is indicated by underline. Deleted text is indicated by ~~strikethrough~~.)

**Sec. 33-121. Valet parking permit requirement.**

(a) No person shall provide valet parking using a public area for a staging area, for storing patrons' vehicles, or for traveling to or from storage or staging areas without first obtaining a valet parking permit from the city engineer. A separate valet parking permit shall be required for each valet operation and for each staging area. However, a valet parking permit shall not be required for the following:

(1) A valet operation in which both the staging area and storage area are located completely on or within private property so long as the valet operation does not use the public right-of-way;

(2) A valet operation offered by the city for use of municipal buildings and their respective parking areas.

(b) All valet parking permits shall expire on October 1st of each calendar year and shall be issued for that portion of the year remaining from the date of issuance to September 30th. All permits must be renewed annually. A renewal fee will be charged as specified in section 33-122(d).

(c) A special event permit may be obtained from the city engineer to allow temporary provision of valet parking for a period of no longer than ~~two (2) days~~ seventy-two (72) hours. An application for a special event permit must be completed and submitted along with the fee listed in section 33-122(d). The application fee shall be waived if the valet parking is provided by a nonprofit organization as part of a special event.

(d) In addition to obtaining the permit required by this section, each valet operator shall comply with the remaining provisions of the valet parking ordinance and with any conditions specified on the valet parking permit. If a valet operator fails to operate

in compliance with the terms and conditions of the valet parking permit or with the terms and conditions of this ordinance, the permit may be suspended or revoked in accordance with section 33-125.

**Section 5.** The Sarasota City Code, Chapter 22, “Parks and Recreation”, Article II, “Parks Permits”, is hereby amended to provide as follows: (New text is indicated by underline. Deleted text is indicated by ~~strikethrough~~.)

**Sec. 22-22. Permits—Required.**

(a) A park permit shall be required for any public assembly, picnic or other event in any public park involving seventy-five (75) or more individuals or to use a public park during hours it is open pursuant to article III of this chapter. Persons seeking to reserve park facilities or amenities for events to be attended by fewer than seventy-five (75) people that do not require city services or commercial vending may do so on a first-come, first-served basis by contacting the office of special events, or designated city department. Such reservation shall not require a special event permit or a park permit.

(b) A person may seek a park permit from the office of special events or designated city department by submitting a fully completed park permit application. A park permit may only be issued for a specified limited period of time and shall set forth such conditions or requirements as shall be deemed necessary to mitigate potential adverse effects upon the public park and neighboring properties and to otherwise ensure that the public health, safety and general welfare is protected.

(c) The office of special events or designated city department shall grant or deny an application for a park permit within fifteen (15) days from the date of the filing of a fully complete application. ~~If no decision has been made, upon the expiration of the fifteenth day, or if the fifteenth day is a Saturday, Sunday, or holiday, upon the following working day, the application shall be deemed to be granted.~~

(d) The office of special events or designated city department may deny an application for a park permit if the applicant, or the person on whose behalf the application for permit was made, has on a prior occasion made a material misrepresentation regarding the nature or scope of an event or activity previously permitted by a park permit, or, who has previously violated the terms of a prior park permit, issued to or on behalf of the applicant. An application for park permit may also be denied on any of the following grounds:

(1) The application for a park permit (including any required attachments and submissions) is not fully completed and executed;

(2) The applicant has not tendered the required user fee, indemnification agreement, insurance certificate, or security deposit, if any, within the times prescribed by the office of special events or designated city department;

(3) The application contains a material falsehood or misrepresentation;

(4) The applicant is legally incompetent to contract or to sue or be sued;

(5) The applicant or the person on whose behalf the application for the park permit has been made has on prior occasions damaged city property and has not paid in full for such damage, or has other outstanding and unpaid debts to the city;

(6) A fully executed prior application for a park permit for the same time and place has been received, and a park permit has or will be granted to the prior applicant, authorizing uses or activities which do not reasonably permit multiple occupancy of the particular public park or part thereof;

(7) The use or activity intended by the applicant would conflict with previously planned programs organized or conducted by a person and previously scheduled for the same time and place;

(8) There are alternate locations available, within the public park, or at another public park, where the event may reasonably be located without creating the type or degree of potentially adverse effects it is anticipated would result at a site for which the park permit is requested;

(9) The proposed use or activity is inconsistent with the classification or uses of the public park pursuant to Sarasota City Code Section 22-5;

(10) The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, or other users of the public park, of government employees or of the public;

(11) The applicant has not complied or cannot comply with applicable licensure requirements, laws, ordinances or regulations of the state, the county or the city concerning the sale or offering for sale of any goods or services; or

(12) The use or activity intended by the applicant is prohibited by state or federal law or by ordinances or regulations of the county or the city.

(e) Grant or denial of an application for park permit.

(1) The office of special events or designated city department shall grant the application for park permit, with or without special conditions, and shall issue the park permit, unless grounds exist which require denial.

(2) The park permit, if granted, shall state on its face the name and address(es) of the person or persons to whom it is granted, the period of time in which it is valid, the location applicable to the park permit and any special

conditions or requirements imposed thereby. The park permit may not be transferred to any other person or location.

(3) The office of special events or designated city department shall approve, approve with conditions, or deny any ~~request~~ application for a park permit, based upon the standards contained in this section. In the event of a denial, or an approval with conditions, the office of special events or designated city department shall specify which standards under this section that the decision was based upon. These findings shall be provided in writing, with specificity, to the applicant. The office of special events or designated city department, where feasible, shall propose measures to cure the defects in the application and/or suggest alternative times or places.

(f) Appeal.

(1) An appeal of a decision of the office of special events or designated city department may be made by the applicant, in writing to the city auditor and clerk, within fifteen (15) days of the rendition of the decision, to the special master for a hearing de novo. A decision of the office of special events or designated city department shall be deemed to have been rendered on the date of a letter prepared by the office of special events or designated city department notifying the applicant of the decision.

(2) The special master assigned to hear the appeal shall conduct a hearing thereon within fifteen (15) days of the filing of the notice of appeal, and shall make a final administrative decision, based upon the limitations and criteria set forth in sections 22-22, within seven (7) days thereafter.

(3) The special master shall make findings of fact that the criteria set forth in section 22-22 have or have not been satisfied by the applicant for a park permit.

(4) In the event the special master grants the park permit, the permit shall be issued for a specified limited period of time and shall set forth such conditions or requirements as shall be deemed necessary by the special master to mitigate potential adverse effects upon neighboring properties and to otherwise ensure that the public health, safety and general welfare is protected.

(5) Action taken by the special master to grant or deny the permit shall be documented in a final order. The final order shall be filed with the city auditor and clerk.

(6) An appeal of the decision of the special master may be made to the Twelfth Judicial Circuit Court for Sarasota County by filing a petition for writ of certiorari as provided for under the Florida Rules of Appellate Procedure. A decision of the special master shall be deemed to have been rendered on the date the final order is filed with the city auditor and clerk.

(7) When an appeal of a denial of a park permit at St. Armands Circle Park is filed with the city auditor and clerk, the office of special events or designated city

department shall provide a copy to the St. Armands Residents Association, St. Armands Circle Association, and St. Armands Business Improvement District via email.

(g) A park permit issued pursuant to this section shall be readily available for inspection during the permitted activity and shall be presented for inspection to any city officer or other city employee upon request.

(h) Any violation of any conditions imposed upon the granting of the park permit shall be deemed a violation of this chapter.

### **Sec. 22-23. Prohibitions.**

It shall be unlawful for any person to participate or engage in any public assembly, picnic or other event in any public park involving seventy-five (75) or more individuals for which a park permit, as required by the chapter, has not been granted by the office of special events or designated city department. Notwithstanding the above, spontaneous events such as public assemblies that occur without planning and organization by an identifiable person or persons and that unknowingly result in an assembly of more than seventy-five (75) people shall not be considered unlawful absent a threat to the public health, safety or welfare.

**Section 6.** The Sarasota City Code, Chapter 23, "Peddlers and Solicitors", is hereby amended by deleting Section 23-3.5 entitled "Commercial vending during special events" in its entirety: (Deleted text is indicated by ~~strikethrough~~.)

## **Chapter 23 ~~PEDDLERS AND SOLICITORS~~**

### **~~Sec. 23-3.5. Commercial vending during special events.~~**

~~(a) The sponsor of a special event shall obtain temporary commercial vending permit for all commercial vending proposed to occur on public property or on public right-of-way as part of the special event of the sponsor. The sponsor shall submit to the city manager, or his designee, an application that shall identify each vendor participating in the special event. The provisions of section 23-3.6(d), pertaining to commercial vending permits shall apply. Provided, however, that should a conflict or inconsistency occur between section 23-3.6(d) and this section, the provisions of this section shall prevail.~~

~~(b) The sponsor shall submit an application, which shall identify the name and location proposed for each vendor and the duration of the special event. The application shall be submitted at least five (5) working days prior to the special event.~~

~~(c) The sponsor shall procure public liability insurance and property damage insurance providing coverage for all commercial vendors of the special event in the amount and form as required by section 23-3.6(d)(3).~~

~~(d) — The application fee required by section 23-3.6(d)(4) shall not be applicable to temporary commercial vending permits issued to sponsors of special events. If the sponsor is a nonprofit entity, no fee shall be required. For profit sponsors shall pay a temporary commercial vendors permit fee as established by resolution of the city commission.~~

~~(e) — Temporary commercial vending permits for special events shall be valid only for the period of the special event.~~

~~(f) — No special event vendor shall participate in a special event unless approved by the city manager, or his designee. All special event vendors shall be required to display a temporary vending permit for each special event. The vendor shall affix the permit to the vendor's booth, stand, cart, motor vehicle, showcase, bench, rack, push cart, wagon, or any other wheeled vehicle or device utilized by the vendor at the special event in a clearly visible location.~~

~~(g) — The provisions of this section shall not apply to designated park vendors who have contracted to conduct business pursuant to section 23-3.6(j).~~

~~(h) — Special event vendors may be authorized, by the city manager, to vend in public parks including those designated pursuant to section 23-3.6(j). Park vendors approved under the terms of section 23-3.6 shall have a continuing right to vend in public parks during all special events.~~

~~(i) — No commercial vending shall be allowed during a special event, unless the vendor possesses a temporary commercial vending permit obtained pursuant to the application of the special event sponsor.~~

**Section 7.** Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 8.** Severability. Should any section, sentence, clause, part or provision of this ordinance be held or declared invalid or unenforceable by a court of competent jurisdiction, the same shall not affect the validity of this ordinance as a whole, or any part thereof, other than the part held or declared to be invalid.

**Section 9.** This Ordinance shall take effect immediately upon second reading.

PASSED on first reading by title only, after posting for public viewing at City Hall for at least three (3) days prior to first reading, as authorized by Article IV, Section 2, Charter of the City of Sarasota, Florida this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

PASSED on second reading and finally adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_

Debbie Trice, Mayor

ATTEST:

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Shayla Griggs  
City Auditor and Clerk

- \_\_\_ Mayor Debbie Trice
- \_\_\_ Vice Mayor Kathy Kelly Ohrich
- \_\_\_ Commissioner Jen Ahearn-Koch
- \_\_\_ Commissioner Liz Alpert
- \_\_\_ Commissioner Kyle Scott Battie

JCM/Ord./Ord. No. 26-5585\_FINAL\_3.30.26. Revised 3.30.26

**SEC. 29.6-5(D) MAP**



**Within the boundaries**

- Events with street closure, sound permit, and alcohol
  - 2 Events per month
  - No consecutive weekends on adjacent locations

**Outside of the boundaries**

- No restrictions on number of events per month unless otherwise noted in the ordinance

## CITY COMPARISON SPREADSHEET

Municipality	Ordinance	Policy	Info from Municipalities sent to Jim	Road Closure Notification (most only in policy not ordinance)	Allow for 3rd Parties to run special events (not limited to city or county run events)	Allow for businesses such as bars and restaurants to apply for special event permit.
Venice	No Special Event Ordinance, regulations for special events are in six different chapters/sections. No restrictions or commission approval in ordinance.	All new Special Events and reoccurring permitted Special Events requesting changes (name, date, location, permit holder, event manager, etc.) require initial approval from the New Events Review Team (NERT) followed by City Council review and final approval.	Commission approved once. Permits can be issued annually if no significant changes are made.		YES. NO RESTRICTIONS ON APPLICANTS	YES. NO RESTRICTIONS ON APPLICANTS
Ft. Myers	No Special Event Ordinance, regulations for special events are in two subparts. No restrictions or commission approval in ordinance.	No restrictions or commission approval in policy.	Staff reviewed and approved like City of Sarasota. Commission may get involved if there is a major issue.	ROAD CLOSURE NOTIFICATION If your event is approved for a road closure, you will be required to complete a Neighborhood Notice of Street Closure/Special Event Form 30 days before your event. The Special Events Coordinator will provide you with a template notification. After completion of the notification, a copy of the completed form will need to be provided to the Special Event Coordinator prior to your event date. This includes providing notification of the road closure to all affected properties, such as commercial buildings and private residences. Any commercial or residential property to be affected by the closure must be notified 30 days ahead.	YES. NO RESTRICTIONS ON APPLICANTS	YES. NO RESTRICTIONS ON APPLICANTS
City of Clearwater	No separate ordinance, listed under Parks and Rec. No restrictions or commission approval in ordinance. Similar to our ordinance.	No restrictions or commission approval in policy.	Staff reviewed and approved like City of Sarasota.			
Naples	No special event ordinance, regulations split into six sections. No restrictions listed. Events must follow criteria set forth in the special events manual adopted by resolution of the city council. Special event permit applications, if approved, shall be approved by resolution incorporating reference to the special events manual. Any event specific conditions placed on the event by city council as conditions of approval (e.g., hours of operation, operational controls, site plans, etc.) shall be included in, or attached to, the Resolution of approval.	No restrictions listed. What event requires City Council Approval? City Council approval is required for any event which necessitates: Street Closings, Off-site Parking, Amplified Entertainment – live music, plays, DJ's, or an continuous amplified sound determined by staff, City Co-Sponsorship, Crowd Attendance in Excess of 1,500, Fireworks, Commercial/Residential District Requirements	Has combination – City Administration and City Council. City Council needed if there is a street closing, offsite parking, amplified entertainment, City Co-sponsorship, Crowd Attendance of 1500 or more and Fireworks.	Events that require road closures, incorporate amplified sound, or may cause disruption for City of Naples residents, businesses, churches, etc. may be required by the Special Events Committee, City Manager, the Mayor, and/or City Council to mail, email or hand deliver notification to the affected parties two weeks prior to the event. Notices must reflect the date(s), day(s), time(s), and location(s) of the event, as well as the types of activities taking place during your event and the event coordinator's contact information.		
City of Tampa	Special Event ordinance. No restrictions on number of events in ordinance. Sec. 28-5. - Authorization and powers of the official and city council—Temporary, complete or partial street and park closures. (a)The official is authorized and empowered to issue a special event permit for the temporary partial closure or enclosure of a city park.(b)Pursuant to city council approval as provided herein, the official is authorized and empowered to issue a special event permit for the temporary complete or partial closure of roads, alleys, sidewalks or any other public ways used for vehicular or pedestrian traffic, parking or other public use or city parks (unless otherwise provided) in a manner consistent with regulations and conditions set forth in this chapter.	For Julian B. Lane Riverfront Park the booking priority is as follows: 18-24 months prior to the event date. Limited to 1 special event per month.	Administratively done unless there is a street closure. Council/Commission approves if street closure is necessary. If in a park with alcohol no Council/Commission approval is needed. 90 days int advance.	In ordinance. Neighborhood notice: The official shall not be required to provide public notice of events held entirely within the boundary of a city park or public property used for motor vehicle traffic and for which a special event permit is issued administratively by the official as provided herein. The official shall provide notice to the public of each proposed special event that requires city council action in the following manner:(1)Posted and Internet city website notice: There shall be posted on the special event calendar page of the City of Tampa internet website and at the special event public notice bulletin board in the lobby of the special event office notice of the event, which shall include the date of city council action, the name of the event sponsor, the route, the location and times of temporary road closures and the date, time and name of the proposed event.(2)Notice to Tampa Downtown Partnership and/or the Ybor City Development Corporation: In connection with any proposed special event that will include all or a portion of the central business district or Ybor City Historic District, as described in chapter 27 of the Code, the official shall, in addition to the notices above, provide notice by electronic mail to the Tampa Downtown Partnership and/or the Ybor City Development Corporation, as applicable. Notice shall include, at minimum: the date of city council action, the name of the event sponsor, the route, the location and times of temporary road closures and the date, time and name of the proposed event.(3)Additional methods of notice: Recognizing that certain events may be of such size and magnitude that they result in significant impact to the flow and or pattern of pedestrian and vehicular traffic on public rights-of-way, nothing herein shall be deemed to restrict the official from conducting additional methods of notice than herein required.		
Delray Beach	No special event ordinance, various rules in six chapters/areas. The closure of the Atlantic Avenue Bridge, the George Bush Boulevard Bridge, or the Linton Boulevard Bridge during a special event is prohibited. Special Events - When an applicant is applying for a Special Use permit or a Special Event permit, a temporary permit to allow noise may be granted at the same time. Special Event Technical Advisory Committee (SETAC) shall be comprised of the membership defined in the City's Special Event Policy. The special event permit review group shall meet bi-weekly, as needed, or as called for by the Special Events Administrator to review all requests based on City event policies and technical compliance prior to consideration by the Development Services Management Group (DSMG). 3.Review and approve special event applications.	We will contact you once your application is submitted to discuss your event. Your application will be sent to our Special Events Technical Advisory Committee (SETAC) for review, then to our Development Service Management Group (DSMG). After these reviews, you will be contacted by email with your approval/denial letter. IMPACT EVENT- A Special Event requiring City Commission approval because it has at least one of the following characteristics: 1. The event is reasonably anticipated to attract 3,500 people or more on at least one calendar day; or 2. The event requires the closure of a major roadway, except for races and walks utilizing the United States Track & Field (USATF) sanctioned SK road course along A-1-A (Ocean Boulevard) between 7:00 am and 9:00 am on weekends or City-recognized holidays; or 3. The event is a parade, or includes a parade, that requires closure of any roadway in the City. A Special Event Application for an Impact Event must be submitted to the SEO no later than 180 days prior to the event date. SPECIAL EVENTS TECHNICAL ADVISORY COMMITTEE (SETA)- A group comprised of representatives from various City departments which may provide City services for an Page 5event. These departments (or divisions) include, but are not limited to: Police, Fire, Parks, Code Enforcement, Public Works, and any other agency department or organization necessary to the coordination and/or operation for special events. The responsibilities of SETAC are as follows: 1. Review special event applications and identify the nature and scope of governmental services necessary and associated expenses; and 2. Provide recommendations to SEO on event applications including, but not limited to, approval/denial, event conflicts, event relocations, etc.; and 3. Provide operational support and oversight of permitted events to ensure public safety and operational standards are met and maintained; and 4. Contribute to post-event after-action reporting.	Commission approval needed if one or more of below: •Event has 3500 or more in attendance •Event requires closure of a major roadway. Note – application fees are: •\$300 for impact special event and needed 180 days in advance. •\$150 for Special Event/Athletic Events and needed 90 days in advance. •Non-profits are the same as above line but \$50 based upon meeting requirements. oList is mostly of state and county roadways and only 2 City streets •The event is a parade	Notification of event- all producers are required to notify residents and businesses located within 125 feet of perimeter of the property or right-of-way(s) which is the location for the event, of the date of the event, anticipated start and end times, and the start and end times of any road closures that may be instituted. Such notification shall be in writing, via letter, door hanger or other means acceptable to the City, a minimum of thirty (30) days prior to the event. Proof of notification shall be submitted to the SEA. The SEO, with SETAC recommendation, or the City Commission, at their discretion, may request notification be made to residents and businesses further than 125 feet depending on the anticipated impacts of the event.	YES. NO RESTRICTIONS ON APPLICANTS	YES. NO RESTRICTIONS ON APPLICANTS
Orlando	No special event ordinance, various rules in eight chapters/areas. No restrictions or commission approval requirements in ordinance. Very sparse.	15. City Council Approval - If your event is on city property, includes food trucks, alcohol, vending and/or street closures, it will require the approval of City Council. Per City Code, the Special Events Permit application needs to be submitted not less than sixty (60) calendar days ahead of the event, so that we can ensure your event gets to City Council.	Alcohol, vending and street closures trigger City Commission approval. Otherwise, events go through departmental review like City of Sarasota.			
Jacksonville	No special event ordinance, various rules in eleven chapters/areas. No restrictions or commission approval in ordinance.	No restrictions or commission approval in policy that I could find	No answer	Event organizers are solely responsible for ensuring that all affected residents, businesses and other property owners are notified of the road closure(s) through the use of fliers, temporary signs, posters or other means as legal and appropriate.		
Tallahassee	No special event ordinance, various rules in three chapters. Very limited, no restrictions or commission approval.	Over 300 events per year. No info about restrictions or commission approval.	No answer			
Savannah	Chapter within public safety. The City Manager is hereby vested with authority to recommend designation of an event as a Major Special Event, which shall be subject to authorization by the Mayor and Aldermen by resolution. No restrictions listed.	No info about restrictions or commission approval.	Typically Administrative review. The CM has the ability to deem certain events based upon the impact to the City as a major Special event which would require Council Approval. This is already done as the major events for SRQ are on resolution.			
Sarasota County					YES. NO RESTRICTIONS ON APPLICANTS	YES. NO RESTRICTIONS ON APPLICANTS
North Port					YES. NO RESTRICTIONS ON APPLICANTS	YES. NO RESTRICTIONS ON APPLICANTS

**CITY CO-SPONSORED/FEE WAIVER FINANCIAL IMPACT**

FY 24-25

Event	Special Events	Public Works	Police Dept	Parking Dept	Engineering	Parks & Rec	Total
Dr. Martin Luther King, Jr. March	\$ 1,615.00	\$ 2,492.50	\$ 6,849.40	N/A	N/A	\$ 140.00	\$11,096.90
Spring Event	\$ 1,760.00	\$ 23,248.00	\$ 24,079.96	N/A	\$ 50.00	N/A	\$49,137.96
Memorial Day Parade	\$ 2,590.00	\$ 21,690.00	\$ 19,868.79	\$ 6,530.00	\$ 50.00	\$ 140.00	\$50,868.79
Juneteenth	\$ 615.00	\$ 8,315.00	\$ 6,847.36	N/A	\$ 50.00	N/A	\$15,827.36
4th of July Bayfront Fireworks	\$ 515.00	\$ 6,809.00	\$ 29,151.48	\$ 960.00	\$ 50.00	\$ 140.00	\$37,625.48
National Night Out	\$ 615.00	\$ 1,092.00	\$ 14,641.88	N/A	\$ 50.00	\$ 140.00	\$16,538.88
Veterans Day Parade	\$ 2,590.00	\$ 27,924.00	\$ 17,316.99	\$ 6,050.00	\$ 50.00	\$ 140.00	\$54,070.99
Downtown Holiday Parade	\$ 1,760.00	\$ 45,425.00	\$ 34,442.95	\$ 8,225.00	\$ 50.00	N/A	\$89,902.95
St Armands Circle Holiday Night of Lights	\$ 615.00	\$ 486.25	\$ 1,670.59	N/A	N/A	\$ 140.00	\$2,911.84
Holiday Boat Parade of Lights	\$ 465.00	\$ 1,800.00	\$ 134.96	N/A	N/A	\$ 140.00	\$2,539.96
Downtown New Year's Eve Celebration	\$ 2,275.00	\$ 14,048.00	\$ 52,270.23	\$ 3,835.00	\$ 50.00	\$ 140.00	\$72,618.23
Fresh Fridays - October - June	\$ 5,535.00	\$ 15,931.00	\$ 10,843.99	\$ 3,600.00	\$ 450.00	\$ 140.00	\$36,499.99
BPC 2nd Anniversary Event	\$ 2,160.00	N/A*	N/A*	N/A	N/A	N/A	\$2,160.00
Boo at the Bay	\$ 515.00	N/A*	N/A*	N/A	N/A	N/A	\$515.00
Taste of the Bay	\$ 1,495.00	N/A*	N/A*	N/A	N/A	N/A	\$1,495.00
Bayfest	\$ 515.00	N/A	N/A	N/A	N/A	N/A	\$515.00
<b>TOTAL In-kind</b>	<b>\$ 25,635.00</b>	<b>\$ 169,260.75</b>	<b>\$ 218,118.58</b>	<b>\$ 29,200.00</b>	<b>\$ 850.00</b>	<b>\$ 1,260.00</b>	<b>\$444,324.33</b>

Parking labor costs - Memorial Day, NYE, Fireworks, otherwise just cost of parking spaces

PW Solid Waste includes equipment and labor/additional costs at \$60.00 per container

Does not include Boat Races

St. Armands Holiday Night was scaled down due to hurricane

N/A\* = they paid for those services

**SOUND ORDINANCE MEMO APPROVAL**



**Interoffice Memorandum**

**Date: 03/02/2026**

**To: Dave Bullock, City Manager**

**From: Jennifer Jorgensen**

**Subject: Sound Permit Changes**

Mr. Bullock

On November 17, 2026, the Special Events Team presented for 1<sup>st</sup> Reading various updates to the Special Event Ordinances. The City Commission asked for some updates to the changes and to bring the changes back for 1<sup>st</sup> Reading. A Special Sound Permit is used for Special Events to set regulations on sound limits during a special event. This Special Sound Permit is not codified in ordinances. Any changes to the Permit may be done administratively by the City Manager. During the November 17, 2025 meeting, the following changes to the Special Sound Permit were discussed:

- (1) Lowering the decibel limit from 100 decibels to 85 dBA and 90 dBC for all special events, except for events held at The Bay Park, Bayfront Park, Payne Park, Ken Thompson Park, Roberts Areana – Sarasota Fairgrounds or designed location approved by the City Manager, where the limit will remain 100 dB; and
- (2) Adding the location of measurement as the source of the complaint.

The sound limits and measurements will be reviewed when the City Attorney completes the sound study. The Special Sound Permit may be changed, at that time, based on the recommendations that come from that study. The changes would be effective May 1, 2026.

I recommend the above changes to the Special Sound Permit until the sound study is completed. Per your initials above, you approve of this change to the Special Sound Permit.

Thank you,  
Jennifer Jorgensen

CC:  
Joe Polzak, City Attorney  
Jim Wormely, Manager Special Events



City of Sarasota  
**Office of Special Events**  
 SpecialEvents@SarasotaFL.gov  
 (941) 263-6283

# SPECIAL SOUND PERMIT

**Name of Event:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_ **Time(s) of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**On-Site Contact Person:** \_\_\_\_\_  
 (If different from applicant)

**On-site Contact Phone:** \_\_\_\_\_  
 (If different from applicant)

*Please complete the information on Page 2 of this form and sign before submitting for consideration and approval.*

APPROVED – Sound is not to exceed 85 dBA 90 dBC during the approved event date and time. Sound will be measured from the source of the complaint.

APPROVED – Sound is not to exceed 100 dBA and 105 dBC during the approved event date and time. Sound will be measured from the source of the complaint. (only for The Bay Park, Bayfront Park, Payne Park, Ken Thompson Park, Roberts Arena – Sarasota Fairgrounds or designated location approved by the City Manager.)

DENIED – Sound must follow level as stated in City Code Section 20-5.

**Department Manager**

**Date**

**Department Director**

**Date**

**SPECIAL EVENT ORDINANCE PRESENTATION**



# Special Event Proposed Ordinance Changes



# November 17, 2025



- November 17, 2025, City Commission meeting Proposed Ordinance 26-5585 presented for 1<sup>st</sup> Reading
- City Commission requested continuing 1<sup>st</sup> Reading to bring back options for the following areas:
  - Security deposit;
  - No special event at St. Armand's over 96 hours;
  - Redefine the location restrictions on special events that include right-of-way closures, sound permits and temporary alcohol permit;
  - City co-sponsorship limitations; and
  - Notice and sign-off requirements for right-of-way closures
- Updates to Sound Ordinance

# March 2, 2026



- March 2, 2026, City Commission meeting Proposed Ordinance 26-5585 presented for 1<sup>st</sup> Reading
- City Commission requested continuing 1<sup>st</sup> Reading to bring back the following:
  - Redefine the location restrictions on special events that include right-of-way closures, sound permits and temporary alcohol permit;
  - 96-hour restriction at St. Armands Circle Park
  - Add language to clarify recurring events must apply each year; and
  - Notice requirements for right-of-way closures
  - Consistent use of term “Event Organizer”
  - Updates to Special Sound Permit



# Proposed Ordinance Changes



# Redefine Location Restrictions:



## Sec. 29.6-5 – Standards for approving, with or without conditions, or denying special event permit:

### (d) Additional standards, restrictions and requirements for special event permits:

- Events with right-of-way closure, sound permit, and alcohol limited to one (1) day with the exception of JD Hamel Park and Gulfstream Ave.
- Events within the defined boundaries downtown are limited as follows:
  - Events with right-of-way closure, sound permit, and alcohol limited to two (2) per month unless approved by the City Commission.
  - Events with right-of-way closure, sound permit, and alcohol will not be allowed on consecutive weekends for any rights-of-way directly adjacent to each other.
- Restrictions in (d) do not apply to city co-sponsored events (with exceptions as noted in the ordinance)



**Within the boundaries**

- Events with street closure, sound permit, and alcohol
  - 2 Events per month
  - No consecutive weekends on adjacent locations

**Outside of the boundaries**

- No restrictions on number of events per month unless otherwise noted in the ordinance



# Recurring Special Events and State Permits



# Notice Requirements:



# Special Sound Permit



# Back Up Material





**Thank You.**

