



Agenda Item Request Form

ITEM: Consideration to approve the Special Event Permit for CPAR 5K on May 16, 2026, from 8:00 AM to 10:00 PM on Scenic Cove 5K approved route and by Center for the Arts, sponsored by CPAR. (Road Closure on 4th St. from Harrison Ave. to Luverne Ave.)

BACKGROUND INFORMATION: For the Commission’s consideration, enclosed is the application for the **CPAR 5K**, scheduled to take place on **Saturday, May 16, from 8:00 AM to 10:00 AM** on Scenic Cove 5K Approve route (see Exhibit “A” for the application and site map).

The event will feature the Central Panhandle Association of Realtors’ 2nd Annual 5K race, anticipated to draw more than 250 participants. The race will be professionally managed in partnership with Milestone Race Authority and is intended to encourage community participation while raising funds for CPAR’s 2026 beneficiary.

The total Special Event fees amount to **\$275.00**, which includes a \$250.00 security deposit and a \$25.00 application fee.

Per the Police Chief’s recommendation, police services will be required for this event with 4 officers assigned for the duration of the event. The estimated cost of these services to the event organizer is **\$744.00**.

DEPARTMENT HEAD RECOMMENDATION: Staff recommends approval
Budget Impact

Budgeted? Yes: ☐ No: ☐ How Much budgeted? N/A
If more, where do you suggest funds come from? N/A

Prepared By: Nadia Dawson
Requested By: Keith Meyerl
Reviewed By: Jared Jones

Date: 1/29/2026
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