



MEMORANDUM

Date: May 7, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Marcus Davila, Director of Community Services

From: Kelli Funkhouser, Special Events Manager

Subject: **File ID: 26-5367 – An Ordinance of the City of Key West, Florida amending Sec. 6-26. Through Sec. 6-115., Article II. – Special events. Chapter 6. – Amusements and Entertainment., Division 1. Generally. And Division 2. Street Closure., subpart A. General Ordinances. Of the Code of Ordinances to update and better define special event processes and requirements and consolidate city code specific to special events into a central location within city code for greater clarity**

Introduction

The purpose of this request is to update and better define special event processes and requirements, to clean up the agenda and to establish a fee schedule.

Background

Due to the high volume of applications received by the City to hold special events within the City of Key West, staff determined a review of current City code was needed in order to address issues and concerns, update application/approval processes, etc., provide clarity in our City code to clearly define special event processes and requirements and to consolidate language specific to special events in one area of the City code for greater clarity.

Currently any Special Event Permit application that requests an exemption to the noise ordinance, the sale or consumption of alcohol on City property, or the closure of more than one city block requires approval by the City Commission.

The change to the language will allow the City Manager to approve special event permit applications that have been conducted for five or more consecutive years, without any substantial changes that will affect traffic control, public safety or city operations, and to establish a fee schedule including application fees for all permit requests. Thus, alleviating the need for Mayor and City Commission approval for routine special event permit requests.

Many special event requests received are for annual events that have happened at least 5 years and in many cases as much as 20-30+ years. Without any substantial changes, the requests are routinely approved and create files that lengthen the agenda. Proceeding with this change, will clean up the agenda. The City Manager will have discretion to deny administrative approval and require additional review and/or approval by the City Commission, if they deem necessary.

This amendment will also create a fee schedule including an application fee for all events. Many events that benefit a non-profit have their fees waived. Approving an application fee will generate revenue that will at least cover the administrative cost of the special event permit.

Procurement

There are no expenses, costs or budget adjustments associated with the request for revisions in this ordinance.

Recommendation

Staff recommends the Mayor and City Commission to approve the amendments to Sec. 6-26. Through Sec. 6-115., Article II. – Special events. Chapter 6. – Amusements and Entertainment., Division 1. Generally. And Division 2. Street Closure., subpart A. General Ordinances. Of the Code of Ordinances.