

**CITY OF MARIANNA**  
**COMMISSION AGENDA MEMO**  
**April 4<sup>th</sup>, 2023**

**ADMINISTRATIVE STAFF REPORT**

- Subject:** Special Event Application – May 20<sup>th</sup>, 2023  
Appreciation Day – Melissa Green
- Subject Background:** Ms. Green submitted a Special Event application to host an Appreciation Day event on Carters Mill Road for her business. The estimated number of participants is 120 people and no vendors will be on site. There will be grilling, a bounce house, and a designated parking area per the site plan. Special events require City Commission approval prior to the permit being released by the Police Department.
- Recommendation:** I recommend approval of this Special Event application as submitted.
- Potential Motion:** I move Commission approve the Special Event to be hosted on May 20, 2023.