



## CITY OF DORAL COUNCIL MEETING MEMORANDUM

### ITEM TITLE:

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING A SPECIAL EVENT PERMIT REQUESTED BY PSBP INDUSTRIAL LLC TO HOST THE "CUSTOMERS APPRECIATION LUNCH" AT LINKS PARKS LOCATED AT 8181 NW 14 STREET, DORAL ON WEDNESDAY, NOVEMBER 5, 2025, FROM 8:00 A.M. TO 4:00 P.M.; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE

### DEPARTMENT RECOMMENDATION:

Approval

### BRIEF HISTORY:

PSBP Industrial LLC (the "Applicant") is requesting approval of a special event from the Mayor and the City Council to host the Customer Appreciation Lunch, a company activity to recognize company's customers, pursuant to Chapter 35 of the City Code of Ordinances ("City Code"). The proposed event will be hosted at the business parking area located at 8181 NW 14 Street, Doral, FL from 8:00 am to 4:00 pm on November 5, 2025. Additional time has been requested for setup.

### LEGISLATIVE ACTION: (IF APPLICABLE)

| Date: | Resolution/Ordinance No. | Comments |
|-------|--------------------------|----------|
|       |                          |          |
|       |                          |          |
|       |                          |          |

### FINANCIAL INFORMATION: (IF APPLICABLE)

| No.  | Amount     | Account No.     | Source of Funds |
|--|------------|-----------------|-----------------|
| 1.   | \$1,987.97 | 001.6000.342100 | Applicant       |
| 2.   | \$365.00   | 001.4000.329400 | Applicant       |
| <b>Fiscal Impact Statement:</b> The proposed item has a fiscal impact on revenues of <u>\$2,352.97</u> |            |                 |                 |

### STRATEGIC PLAN ALIGNMENT:

|  |
|--|
| Does not apply as this is a special event. |
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**ATTACHMENT(S):**

- A. Application and Exhibits
- B. Planning and Zoning Fees
- C. Police Fees
- D. Resolution

# Memorandum

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Date: September 10, 2025

To: Honorable Mayor and Councilmembers

From: Zeida Sardinas  
City Manager

Department: Michelle M. Lopez  
The Corradino Group  
Interim Planning and Zoning Director

Subject: **Special Event Permit – Customer Appreciation Lunch  
(EVNT-2508-0129)**

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## **Introduction**

PSBP Industrial LLC (the “Applicant”) is requesting approval of a special event from the Mayor and the City Council to host the Customer Appreciation Lunch, pursuant to Chapter 35 of the City Code of Ordinances (“City Code”). The proposed event will be hosted at Links Parks located at 8181 NW 14 Street, Doral, FL from 8:00 am to 4:00 pm Wednesday, November 5, 2025. A copy of the application is provided in “Exhibit A”.

## **Background**

The goal of this company’s private holiday event is to express gratitude to customers and employees for their continued support and patronage. This event will serve food and non-alcoholic beverages and will feature recorded music for added entertainment.

The applicant estimates an attendance of approximately 600 participants. Pursuant to Chapter 35 of the City of Doral Code of Ordinances (“City Code”), events anticipating 400 or more attendees require approval by the City Council.

The applicant has a proven track record of organizing successful sporting events in the City of Doral, including:

- March 20,2025

**Department Estimated Costs**

|  |                         |                    |
|--|-------------------------|--------------------|
| <p>City of Doral - Special Event</p> <p><b>Customer Appreciation Lunch</b></p> <p>City of Doral Report</p> |                         |                    |
| <b>Exhibit B – Planning and Zoning Fees</b>  |                         |                    |
| Planning and Zoning  | Breakdown in Exhibit B  | \$ 350.00          |
|  | Technology fees         | \$ 15.00           |
|  | <i>PZ Total</i>         | \$ 365.00          |
| <b>Exhibit C – Police Fees</b>   |                         |                    |
| Police Fees  | Breakdown in Exhibit C  |                    |
|  | <i>Total Police Fee</i> | \$ 1,987.97        |
|  |                         |                    |
|  |                         |                    |
|  |                         |                    |
| <b>Total Event Fees Due</b>  |                         | <b>\$ 2,352.97</b> |

\* Upon City Council approval, all fees due must be paid in full within thirty upon approval.

\*\* The due date for payment is October 10, 2025.

**Application – Information**

Pursuant to City Code Section 35-48, the application for a permit under this division shall contain the following information:

- Primary Contact Information
  - *Provided in Exhibit A*
- Applicant Identification
  - PSBP Industrial LLC
- Event Schedule
  - *Set-up time is scheduled for November 4, 2025.*
  - *The event is scheduled for Wednesday, November 5, 2025, from 8:00 am to 4:00 pm*
  - *Tear down will be on November 5, 2025.*
- Event Location
  - *The proposed event will be hosted at Link Parks located at 8181 NW 14 Street.*
- Attendance Estimate
  - *Attendance is estimated at 600 participants during the event.*

- *Events that expect 400 or more attendees shall require the approval of the City Council, pursuant to City Code Section 35-20(d).*
- Special Requests or Conditions
  - *None.*
- Event Site Plan
  - *Provided in Exhibit A*
- Parking Plan
  - *Available on premises*
- Road Closure Details
  - N/A*
- Alcohol Details
  - N/A*
- Noise Waiver
  - *No noise waiver is being requested*
- City Sponsorship or Branding
  - *The Applicant is not requesting the use of the city logo.*
  - *No financial assistance has been requested by the applicant*

### **Recommendation**

The Planning and Zoning Department, Special Event Section, requests that the Mayor and City Councilmembers approve the “Customers Appreciation Lunch” special event permit, subject to the conditions set forth in the corresponding resolution.