



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 CUSTOMER APPRECIATION LUNCH AT LINK PARKS LOCATED AT 8181 NW 14 STREET, DORAL, FLORIDA ON TUESDAY MARCH 31, 2026, 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 Tuesday, March 31, 2026. Additional time has been requested for setup.

LEGISLATIVE ACTION: (IF APPLICABLE)

Date:	Resolution/Ordinance No.	Comments
March 11, 2026	26-XXXX	

FINANCIAL INFORMATION: (IF APPLICABLE)

No.	Amount	Account No.	Source of Funds
1.	\$1,962.75	001.6000.342100	Applicant
2.	\$365.00	001.4000.329400	Applicant

Fiscal Impact Statement: The proposed item has a fiscal impact on revenues of \$2,327.75

STRATEGIC PLAN ALIGNMENT:

Supports the stated mission of the City of Doral’s Strategic Plan — to serve our city by continuously enhancing quality of life through community engagement, exceptional service, and accountability — by offering inclusive, community-based programming.

ATTACHMENT(S):

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



Memorandum

Date: March 11, 2026

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-2602-0140)**

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 on Tuesday, March 31, 2026. A copy of the application is provided in “Exhibit A”.

Background

The goal of this company’s private, tenant only, event is to express gratitude to commercial tenants and employees for their continued occupancy and partnership. 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:

- Customer Appreciation Lunch (March 20, 2025) – 580 attendees
- Customer Appreciation Lunch (November 5, 2025) – 590 attendees

Department Estimated Costs

City of Doral - Special Event Customer Appreciation Lunch City of Doral Report		
Exhibit B – Planning and Zoning Fees		
Planning and Zoning	Breakdown in Exhibit B	\$ 350.00
	Technology fees	\$ 15.00
	<i>PZ Total</i>	\$ 365.00
Exhibit C – Police Fees		
Police Fees	Breakdown in Exhibit C	
	<i>Total Police Fee</i>	\$ 1,962.75
Total Event Fees Due		
		\$ 2,327.75

* Upon City Council approval, all fees due must be paid in full within 14 days of event date.

** The due date for payment is March 17, 2026.

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 March 30, 2026.*
 - *The event is scheduled for Tuesday, March 31, 2026, from 8:00 am to 4:00 pm*
 - *Tear down will be on March 31, 2026.*
- 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.