



CITY OF APPLETON

MEMORANDUM

To: Chris Croatt, Chair
Members of the Safety and Licensing Committee
Members of the Common Council

From: Amy Molitor, City Clerk

Date: April 24, 2026

Re: Special Event Denial – Edison Family Fun Run

The Special Event Policy requires applications to be submitted a minimum of forty-five (45) days prior to the event date. This is to allow adequate time for planning and resource availability to support special events. Hannah Sullivan of the Edison Elementary PTO applied for the Edison Family Fun Run event on April 16th which is forty-four (44) days out from the event date of May 30, 2026. As a result of the late submittal, the application was automatically denied pursuant to the policy. The policy allows for applications that are denied for any reason to be submitted to the Common Council by way of the Safety & Licensing Committee for final determination.

The special event application has been routed to the approving departments. At the time of composing this memo a recommendation is still needed from Valley Transit. All other departments, including Human Resources, Police, Fire, Health, Public Works, and Parks & Recreation, have approved the Special Event Application.