



Cover Memorandum/Staff Report

File #: 25-907

Agenda Date: 7/24/2025

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: July 24, 2025

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "6TH ANNUAL DOWNTOWN DELRAY BEACH CRAFT FESTIVAL ON 4TH" TO BE HELD ON FEBRUARY 7-8, 2026 AT NE 4TH AVENUE FROM EAST ATLANTIC TO NE 2ND STREET; AND TO AUTHORIZE THE SPECIAL EVENTS MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE SPECIAL EVENT PERMIT.

Recommended Action:

Special Events Technical Advisory Committee (SETAC) recommends the Development Services Management Group (DSMG) make a motion to approve the special event known as 6th Annual Downtown Delray Beach Craft Festival on 4th to be held on February 7-8, 2026; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

Howard Alan Events submitted a Special Event Application on June 17, 2025 for the 6th Annual Downtown Delray Beach Craft Festival on 4th. This event has been held 3 times a year for the past 5 years in Downtown Delray Beach. The craft festival features local and national artists displaying and selling their handmade arts and crafts. This event draws about 1,000 people per day and 2,000 for the weekend. This show has an average of 100 vendors. The event producer is looking to close NE 4th Ave between E. Atlantic Ave and NE 2nd Street as well as NE 1st street on the east and west side to the alley ways.

Special Event Technical Advisory Committee (SETAC):

SETAC recommends DSMG approve the event.
No special conditions are recommended by SETAC

Funding Source/Financial Impact:

There is no financial impact to the city. The event producer will be billed for all costs.

Timing of Request:

The event producer would like to open the event to artists to begin registering.