



## Cover Memorandum/Staff Report

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**File #:** 24-648

**Agenda Date:** 6/4/2024

**Item #:** 7.B.

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**TO:** Mayor and Commissioners  
**FROM:** Allie Behrman, CPRP, Special Event Manager  
**THROUGH:** Jeff Oris, CEcD, Assistant City Manager  
**DATE:** June 4, 2024

RESOLUTION NO. 116-24: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, APPROVING AN IMPACT EVENT KNOWN AS THE 36th ANNUAL DOWNTOWN DELRAY BEACH FESTIVAL OF THE ARTS TO BE HELD JANUARY 11-12, 2025; AUTHORIZING THE CLOSURE OF WEST ATLANTIC AVENUE FROM NW 5TH AVENUE TO SWINTON AVENUE AS MORE SPECIFICALLY DESCRIBED HEREIN; AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

**Recommended Action:**

Review and consider Resolution No 116-24, approving an impact event known as the 36th Annual Downtown Delray Beach Festival of The Arts which would include the closure of West Atlantic Avenue from NW 5th Avenue to Swinton Avenue.

**Background:**

Howard Alan Events is looking to host the 36th Annual Downtown Delray Beach Festival of the Arts on January 11-12, 2025. Howard Alan Events submitted the Special Event Application on February 16, 2024. The Festival of the Arts has happened three times annually for the past 35 years in Downtown Delray Beach. The event was previously held further east and moved to this current location in January of 2024 without any issues. This event falls into the category of an impact event due to the requested closing of W Atlantic Avenue. The road closure will take place from 3:00am on January 11th to 8:00pm on January 12th.

This event was brought to the Special Event Technical Advisory Committee (SETAC) on March 7, 2024. After discussion about having more block captains and keeping sidewalks clear a motion was made to recommend the event be moved on to the Development Services Management Group (DSMG). The event was then brought to DSMG on April 11, 2024. DSMG made a motion to recommend approval by commission.

This art festival draws local and regional artists and vendors who will sell their one of a kind arts and crafts, and will be attended by the local and surrounding communities. Daily attendance is anticipated at 1500 people. There will be food vendors and no alcohol at this event.

**City Attorney Review:**

The City Attorney has found the resolution legally sufficient.

**Funding Source/Financial Impact:**

There is no financial impact to the city. Event producer is billed 100% of all costs for the event.

**Timing of Request:**

Road closure permits must be applied for and the producer would like to open up registration to artists.