



Cover Memorandum/Staff Report

File #: 25-407

Agenda Date: 4/10/2025

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Jeff Oris, CEcD, Assistant City Manager
DATE: April 10, 2025

37th ANNUAL DOWNTOWN DELRAY BEACH FESTIVAL OF THE ARTS : RECOMMENDATION OF THE DEVELOPMENT SERVICES MANAGEMENT GROUP OF THE CITY OF DELRAY BEACH, FLORIDA, TO THE CITY COMMISSION FOR AN IMPACT EVENT KNOWN AS "37TH ANNUAL DOWNTOWN DELRAY BEACH FESTIVAL OF THE ARTS" TO BE HELD ON JANUARY 10-11, 2026, ON WEST ATLANTIC AVE. FROM NW 5TH AVE TO SWINTON AVE.

Recommended Action:

The Development Services Management Group (DSMG) is asked to make a recommendation to the City Commission regarding the Impact Event known as 37th Annual Downtown Delray Beach Festival of the Arts to be held on Saturday and Sunday, January 10-11, 2026. This event is deemed an Impact Event due to a requested closure of the major roadway of West Atlantic Ave from NW 5th Ave to Swinton Ave.

Background:

Howard Alan Events submitted a Special Event Application on February 16, 2025 for the 37th Annual Downtown Delray Beach Festival of the Arts to be held on January 10-11, 2026 in downtown Delray Beach on W. Atlantic Ave from NW 5th Street to Swinton Ave. This event has been held three times annually for the past 36 years. This event will showcase local and regional artists who will be displaying and selling their one-of-a-kind arts and crafts. There will be food vendors cooking on site as well as merchandise vendors. The estimated number of vendors is about 250. Howard Alan Events is expecting about 1,500 people per day for the event, for a total of 3,000 for the weekend. The event will take place from 10am - 5pm both days. This event was last held in this location in January of 2025 without any issues.

Special Events Technical Advisory Committee (SETAC) Review:

SETAC reviewed and recommended approval of the event.

No special conditions beyond the standard permits were recommended by SETAC.

Funding Source/Financial Impact:

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

Timing of Request:

This is an impact event and must go before commission for approval before event producer can open registration for artists.