



Cover Memorandum/Staff Report

File #: 24-530

Agenda Date: 4/11/2024

Item #:

TO: Development Services Management Group
FROM: Allie Behman, CPRP, ASpecial Events Manager
THROUGH: Jeff Oris, CEcD, Assistant City Manager
DATE: April 11, 2024

36th 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 "36TH ANNUAL DOWNTOWN DELRAY BEACH FESTIVAL OF THE ARTS" TO BE HELD ON JANUARY 11-12, 2025, 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 36th Annual Downtown Delray Beach Festival of the Arts to be held on Saturday and Sunday, January 11-12, 2025. 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, 2024. This event has been held three times annually over the past 35 years in Downtown Delray Beach. The festival draws in about 3000 attendees over the weekend and over 200 local and regional artists and food vendors that sell and display one-of-a-kind arts and crafts. This festival was last held in this location in January of 2024 without any issues.

Special Events Technical Advisory (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:

Anticipated city costs to the event producer are to be determined.

Timing of Request:

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