



## Cover Memorandum/Staff Report

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**File #:** 24-756

**Agenda Date:** 6/13/2024

**Item #:**

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**TO:** Development Services Management Group  
**FROM:** Allie Behrman, CPRP, Special Event Manager  
**THROUGH:** Jeff Oris, CEcD, Assistant City Manager  
**DATE:** June 13, 2024

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "5TH ANNUAL DOWNTOWN DELRAY BEACH CRAFT FESTIVAL ON 4TH" TO BE HELD ON FEBRUARY 22-23, 2025 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 5th Annual Downtown Delray Beach Craft Festival on 4th to be held on February 22-23, 2025; 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 April 9, 2024 for the 5th Annual Downtown Delray Beach Craft Festival on 4th. This event has been held 3 times annually for the past 4 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 1000 people for the weekend. and has in average of 100 vendors. Howard Alan 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 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.