



Cover Memorandum/Staff Report

File #: 26-0334

Agenda Date: 3/26/2026

Item #: A.

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Events Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: March 19, 2026

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "28TH DOWNTOWN DELRAY BEACH MEMORIAL DAY WEEKEND CRAFT FESTIVAL ON 4TH" TO BE HELD ON MAY 23-24, 2026 AT NE 4TH AVENUE FROM EAST ATLANTIC AVENUE 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 28th Annual Downtown Delray Beach Memorial Day Weekend Craft Festival on 4th to be held on May 23-24, 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 February 3, 2026, for the 28th Annual Downtown Delray Beach Memorial Day Weekend Craft Festival on 4th. This event has been held annually for the past 27 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 2,000 people for the weekend, and has had an average of 80 vendors. Howard Alan Events is looking to close NE 4th Avenue between E Atlantic Avenue and NE 2nd Street as well as NE 1st Street on the east and west side to the alley ways. The event will take place from 10:00am - 5:00pm on both Saturday and Sunday. There will be food vendors who will be cooking on site, as well as the art and craft merchandise vendors. This event moved to 4th Avenue in 2025 from the Tennis Center. There has not been any issues related to this event in the past 2 years.

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 as the producer will be billed for all costs. .

Timing of Request:

The event is quickly approaching and the producer would like to open registration to the vendors.

