



Cover Memorandum/Staff Report

File #: 24-678

Agenda Date: 5/9/2024

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, SPecial Event Manager
THROUGH: Jeff Oris, CEcD, Assistant City Manager
DATE: May 9, 2024

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "24TH ANNUAL DOWNTOWN DELRAY BEACH ART FESTIVAL ON 4TH" TO BE HELD ON DECEMBER 7-8, 2024 ON 4TH AVENUE FROM EAST ATLANTIC TO NE 2ND STREET AND ON NE 1ST STREET ON EAST AND WEST SIDE; 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 the "24th Annual Downtown Delray Beach Art Festival on 4th" to be held on December 7-8, 2024; 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 16, 2024 for the 24th Annual Downtown Delray Beach Arts Festival on 4th. This event has been held three times annually for the past 23 years in Downtown Delray Beach. The event draws an average of 2000 people for the weekend. This event attracts approximately 100 craft and food vendors. Howard Alan Events is looking to close NE 4th Avenue from East Atlantic Avenue to NE 2nd Street and NE 1st Street from the alley on the east to the alley on the west, from 3am - 8pm for the weekend. This event features local and national artists displaying their handmade one of a kind art.

Special Event Advisory Committee (SETAC):

SETAC recommends DSMG approve the event.

No special conditions are recommended by SETAC

Funding Source/Financial Impact:

Anticipated city costs to event producer to be determined.

Timing of Request:

The event producer would like to open registration to artists.