



Cover Memorandum/Staff Report

File #: 25-1406

Agenda Date: 11/13/2025

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Events Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: November 13, 2025

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "ANDRE DESIGN DISTRICT ART WALK" TO BE HELD ON January 9, 2026, AT 1800-1874 DR. ANDRES WAY; 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) approve the special event known as Andre Design District Art Walk to be held on January 9, 2026; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

JMS Boynton Beach, LLC submitted a Special Event Application on October 21, 2025, for the event Andre Design District Art Walk to be held at 1800-1874 Dr. Andres Way on January 9, 2026. This is a free community event featuring vendors, artists and local businesses. The event footprint will be completely clear of vehicles to provide for pedestrian traffic. The event producer has gained approval from Palm Beach County to use their parking lot for attendee parking (See approval in backup documents). There will be a soft road closure at Congress and SW 2nd Street to allow for the businesses along the north side of 2nd Street to have access. There will be a hard closure on SW 20th Ave at the beginning of the warehouses. The event producer is expecting about 100 people in attendance. The event will go from 5:30pm-8:30pm. There will be PD and Fire on site for the duration of the event. The event will also include food trucks. The event producer will have staff in the county parking lot to direct pedestrians to the event entrance. The Fire Marshall has given the ok for this event as long as there are no vehicles in the footprint of the event.

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 all costs will be billed to the event producer.

Timing of Request:

The event is quickly approaching and the producer would like to begin advertising.

