



Cover Memorandum/Staff Report

File #: 25-1687

Agenda Date: 1/27/2026

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Events Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: January 27, 2026

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "THE DELRAY BEACH HOME TOUR" TO BE HELD ON MARCH 10, 2026, AT THE LAKEVIEW PARK; 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 The Delray Beach Home Tour to be held on March 10, 2026; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

The Community Child Care Center of Delray Beach submitted a Special Event Application on November 25, 2025 for the event Delray Beach Home Tour at Lakeview Park on March 10, 2026. The event producer will be erecting two tents in the park that require permitting. These tents will be used for the participants of the tour to have lunch under. The event will include trolley's to pick up the participants at Lakeview Park take them around to the homes on the tour and come back to Lakeview. There will be no cooking on site for the lunch. The event will take place from 10pm - 4pm. The event producer expects about 150 people in attendance.

Special Event Technical Advisory Committee (SETAC):

SETAC recommends DSMG approve the event.
No special conditions are recommended by SETAC

Funding Source/Financial Impact:

Community Child Care Center of Delray Beach is a non-profit 501(c)(3) and will receive a 50% discount of any soft costs.

Timing of Request:

The event producer would like to get things in place and open registration for the event.