



Cover Memorandum/Staff Report

File #: 24-523

Agenda Date: 4/11/2024

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Events Manager
THROUGH: Jeff Oris, CEcD, Assistant City Manager
DATE: April 11, 2024

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "28TH ANNUAL DOWNTOWN DELRAY BEACH CRAFT FESTIVAL" TO BE HELD ON SEPTEMBER 7-8, 2024 AT NE 4TH AVE FROM E. 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 28th Annual Downtown Delray Beach Craft Festival to be held on September 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 Events Application on March 1, 2024. This event has been held three times annually for the past 27 years in downtown Delray Beach. The event draws an average of 2000 people. This event has around 80 local and national craft vendors along with food vendors. Howard Alan Events is looking to close NE 4th Ave between Atlantic Ave and NE 2nd Street.

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 the event producer to be determined.

Timing of Request:

The event producer would like to open registration to vendors for this event.