



Cover Memorandum/Staff Report

File #: 24-334

Agenda Date: 2/22/2024

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Jeff Oris, CecD, Assistant City Manager
DATE: February 22, 2024

RECOMMENDATION OF THE DEVELOPMENT SERVICES MANAGEMENT GROUP OF THE CITY OF DELRAY BEACH, FLORIDA, APPROVING THE NEW LOCATION OF THE NON-IMPACT EVENT KNOWN AS "26TH ANNUAL DOWNTOWN DELRAY BEACH CRAFT FESTIVAL" TO BE HELD ON FEBRUARY 24-25, 2024, AT 4TH AVENUE BETWEEN ATLANTIC AVE AND 2ND STREET.

Recommended Action:

Special Events Technical Advisory Committee (SETAC) recommends the Development Service Management Group (DSMG) make a Motion to approve the new location of the special event known as 26th Annual Downtown Delray Beach Craft Festival to be held on February 24-25, 2024; and authorize the Special Events Administrator (SEA) to take all actions necessary to effectuate the Special Event Permit.

Background:

This event was previously approved by SETAC and DSMG for the grounds of Old School Square. It was brought to the attention of SETAC that there was a conflict with the Craft Festival and the Green Market for the event date due to the layout. When the conflict was being discussed at SETAC on the morning of February 22nd, it was said that the new sod that was placed recently at Old School Square is unsafe for people to walk on and through and could cause injuries.

The solution that was agreed upon by SETAC was to move the event to 4th Ave between Atlantic and 2nd Street. The event producer has held shows in this footprint in the past without any issues. All departments represented in SETAC are operationally ok with the move to 4th Ave.

Special Events Technical Advisory Committee (SETAC):

SETAC recommends that DSMG approves the new location of the event.

Timing of Request:

This event is this weekend and signage needs to be put in place.