Cover Memorandum/Staff Report

File #: 26-0335   **Agenda Date:** 3/26/2026   **Item #:** B.

TO: **Development Services Management Group**
FROM: **Allie Behrman, CPRP, SPecial Events Manager**
THROUGH: **Terrence R. Moore, ICMA-CM**
DATE: **March 19, 2026**

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "31ST ANNUAL DOWNTOWN DELRAY BEACH CRAFT FESTIVAL ON 4TH" TO BE HELD ON SEPTEMBER 26-27, 2026 AT NE 4TH AVENUE FROM EAST 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 31st Annual Downtown Delray Beach Craft Festival on 4th to be held on September 26-27, 2026; 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 3, 2026, for the 31st Annual Downtown Delray Beach Craft Festival on 4th. This event has been held annually for the past 30 years in downtown Delray Beach. The craft festival features local and national artists displaying and selling their handmade arts and crafts. This event draws about 2,000 people for the weekend, and has had an average of 80 vendors. Howard Alan Events is looking to close NE 4th Avenue between E Atlantic Avenue and NE 2nd Street as well as NE 1st Street on the east and west side to the alley ways. The event will take place from 10:00am - 5:00pm on both Saturday and Sunday. There will be food vendors who will be cooking on site, as well as the art and craft merchandise vendors. There have been no issues related to this event in the past 2 years.

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 producer would like to begin registration of vendors.