



Meeting Name: Town Council
Meeting Date: December 13th, 2023
Prepared By: I. Hickey
Item Title: Special Event Request – Classics by the Sea Road Runners

DISCUSSION:

Staff received a request for a special event from Ms. Madeleine Ely, Race Director representing the Palm Beach County Road Runners organization. The event, “Classics by the Sea”, would take place along Ocean Drive, north of Donald Ross Road up to Carlin Park and includes the use of public property (**This is a recurring event in Town at the same location along Ocean Drive, and is why staff put it on the Consent Agenda**).

The special event requested is for a 5K and 10K run along Ocean Drive and a map has been provided depicting the course area. The application that has been provided also indicates an anticipated 700-person attendance. The dates/times requested are January 20, 2024, from approximately 6:30 am - 10:30 am. The roadway will be requested for closure during the event, as well as during setup and breakdown.

As indicated in the attached application, the event will be required to obtain various outside agency and department approvals during the application process should the Town Council approve the event.

As with previous events, the applicant has been charged an application fee of \$100, a permit fee of \$100, and a \$500 Security Deposit for this event based on the attached adopted fee schedule for Off-Site Special Events. This fee and deposit do not include the required costs for outside assistance by Police, or any other necessary support. Those costs are the responsibility of the applicant during the application process and shall be provided 14 days prior to the date of the event.

RECOMMENDATION:

Staff recommends that the Town Council consider the request for the Off-Site Special Event proposed in Juno Beach as stated above, subject to all conditions and requirements of the application, including any additional agency reviews/approvals/fees.