



Meeting Name: Town Council Meeting
Meeting Date: August 5, 2025
Prepared By: Davila, F. CFM.
Item Title: Special Event Request – 23rd Annual Juno Beach Craft Festival

DISCUSSION:

Staff received a request for a special event from Ms. Ellen Stewart, Craft Show Committee Member, for the annual Juno Beach Craft Festival. **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 event is an arts and crafts market, with various vendors and food/beverages. The location of the event takes place north of Donald Ross Road, within the Ocean Drive right-of-way, and ends at Marcinski Road. The dates of the event are proposed for November 8th and 9th. Therefore, the proposed road closure of Ocean Drive will take place from 12:00pm on Friday, November 7th through the breakdown on Sunday, November 9th ending at 8pm.

The applicant will be charged the standard Permit Fee of \$500/day and a \$1,000 Security Deposit 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. Based on the event type the applicant will be responsible for providing all outstanding items 45 days prior to the start of the event or be subject to late fees and/or cancellation of event.

Staff will apply all the standard conditions of approval for such an event with addition of the following conditions based on the after-action report recommendations by the Police Department following the 2024 Craft Festival event:

- No vendor parking or vendor setup in front of Ocean Royale;
- Provide bicycle racks at entrances;
- Fire Rescue /EMS to be present during the entire time of the event;
- Archer type Barriers to be included in the MOT;
- Water stations w/ shade at multiple locations through the event area; and
- Parking attendants / volunteers to be present at parking areas to direct traffic.

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 the applicant being responsible for the application process of the special event and all conditions and requirements following said application.

ATTACHMENT(S):

- 2025 Craft Festival Juno Beach Application