



## AGENDA ITEM

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**Meeting Name:** Town Council Meeting

**Meeting Date:** January 28, 2026

**Prepared By:** Duncan Clark, Planning Technician

**Item Title:** Special Event Request: Holy Spirit Lutheran Church Easter Pier Service

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### BACKGROUND:

Staff received a request for a special event from Julie Shapiro, Community Coordinator of Holy Spirit Lutheran Church in Juno Beach. This is a recurring event in the Town at the same location, therefore it is being placed on the Consent portion of the agenda.

### DISCUSSION:

The proposed Special Event is an Easter worship service held on the Juno Beach Pier and beach sand. The applicant has provided a map depicting the entire area of the event. The date of the proposed event is Sunday, April 5<sup>th</sup>, 2026. The first service will begin at 6:45 am and the second service will begin at 8:45 am. The event set up will begin at 11:00 am on Saturday April 4<sup>th</sup>, and event breakdown will begin immediately following the event and be completed by 11:00 am. Equipment utilized for this event includes a generator, sound equipment and a stage set up at the end of the pier.

The application states there will be 60 employees working the event, and the anticipated attendance is between 3,000 and 4,000 people. This event is classified as a Medium-Impact special event; therefore, the applicant will be responsible for providing all outstanding items 45 days prior to the date or be subject to late fees and/or cancelation of event.

The applicant will be charged a fee of \$500/day and a \$1,000 Security Deposit for this event based on the attached adopted fee schedule for Medium-Impact 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 prior to the date or be subject to late fees and/or cancelation of event.

Should the Town Council approve the event, staff will apply all the regular conditions for such an event on their application plus any identified by the Town Council. As indicated in the attached application, the applicant shall provide all applicable outside agency and department approvals from Palm Beach County prior to the event date.

**RECOMMENDATION:**

Staff recommends that the Town Council consider the request for the 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, including any additional agency reviews/approvals/fees.