



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

**#25-0149**

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**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Susan Grant, Acting City Manager

**DATE:** February 4, 2025

**TITLE:** Motion Approving an Outdoor Event Agreement with Road Closure  
Requests with Howard Alan Events, Inc. for the North Beach Shoppes Arts  
& Crafts Festival (February 2025) - **(Commission District 1)**

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**Recommendation**

Staff recommends the City Commission approve event agreements and road closure requests with Howard Alan Events, Inc., in substantially the form attached, and authorize execution of the agreements by the City Manager.

**Background**

On August 1, 2024, Howard Alan Events, Inc. submitted an outdoor event application for the North Beach Shoppes Arts & Crafts Festival taking place at the Galt North Beach Shoppes, which was approved at the October 1, 2024, Commission Meeting (CAM #24-0851).

On January 7, 2025, the event applicant resubmitted their application for additional road closures to their event. The event is scheduled to take place from February 15-16, 2025. This event is co-sponsored by the City of Fort Lauderdale, therefore there is no application fee. The event impacts will start as early as February 15, 2025, and last through February 16, 2025, which includes the setup period, event period, and breakdown period.

The event organizers attended the August 21, 2024, outdoor events meeting to review the event details with City staff including the Parks & Recreation Department, Transportation and Mobility Department, Police Department, and Fire Department. The outdoor events meeting focuses on operational logistics, cross departmental coordination, and event organizer requirements

This event organizer is requesting the following special permissions that require City Commission approval:

**Road Closures (approved at the October 1, 2024, Commission Meeting)**

- NE 32 Street from State Road A1A to NE 33 Avenue
- NE 33 Street from State Road A1A to NE 33 Avenue

- NE 34 Street from State Road A1A to NE 33 Avenue

Additional Road Closures being requested:

- NE 33 Street from State Road A1A to NE 32 Avenue
- NE 33 Avenue from NE 32 Street to NE 33 Street

City staff invited the surrounding civic associations to the outdoor events meeting as well as sent a copy of the application and site plan. Upon approval, the City's online events calendar will be updated to reflect this event.

The event agreement defines the responsibilities of the event organizer such as covering the associated event expenses and the required certificates of insurance. The event organizers will also secure all other necessary permits and licenses that are required from other agencies. Authorization for the execution of the event agreement is contingent upon the City Attorney's Office reviewing and approving as to form all documents prior to their execution by the City Manager or designee.

**Resource Impact**

There is no fiscal impact related to these agreements

**Strategic Connections**

This item supports the 2029 Strategic Plan, specifically advancing:

- The Public Places Focus Area, Goal 5: Build a beautiful and welcoming community.

This item advances the Fast Forward Fort Lauderdale 2035 Vision Plan: We are Here.

This item supports the Advance Fort Lauderdale 2040 Comprehensive Place specifically advancing:

- The Public Places Focus Area
- The Parks, Recreation & Open Spaces Area
- Goal 2: Be a community with high quality parks and recreational facilities that highlight the character of our city.

**Attachments**

Exhibit 1 – North Beach Shoppes Arts & Crafts Festival (February 2025) Event Agreement

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Prepared by: Brittany Henry, Senior Administrative Assistant, Parks and Recreation  
Department Director: Carl Williams, Parks and Recreation