

## **M E M O R A N D U M**

**To:** Tom Harmer, Town Manager  
**From:** Isaac Brownman, Public Works Director  
**Report date:** June 1, 2021  
**Meeting date:** June 7, 2021  
**Subject:** Request for Waiver of Public Forum Permit (PFP) Fee for the July 4, 2021 Freedom Festival

### **Recommended Action**

Waive \$100 PFP fee for the July 4, 2021 Freedom Festival.

### **Background**

The Town Commission adopted Ordinance 2017-01 amending Chapter 92 that, among other changes, institutes a \$100 application fee for special event public forum permits. Additionally, these amendments include a provision that the Commission may waive all or part of this fee and all or part of the expenses for departmental assistance for communitywide events.

The Longboat Key Chamber of Commerce (Chamber) wishes to hold the annual Freedom Festival on July 4, 2021 from 7:00 am - 12:00 pm, including set-up and clean-up time, at the Town's Bi-Centennial Park located adjacent to Town Hall at 501 Bay Isles Road. A temporary road closure will take place during the short parade from approximately 9:00 am – 9:15 am. The Chamber will coordinate with the religious institutions along Bay Isles Road to minimize / avoid disruption to access, and services. Town staff will support as needed similar to previous year's events.

Staff places these requests on a Consent Agenda as a routine matter. Removal of the item from the Consent Agenda provides for Commission discussion if desired.

### **Staff Recommendation**

Waive \$100 PFP fee for the July 4, 2021 Freedom Festival.

**End of Agenda Item**