

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

**To:** Tom Harmer, Town Manager  
**From:** Isaac Brownman, Public Works Director  
**Report date:** September 27, 2021  
**Meeting date:** October 4, 2021  
**Subject:** Public Forum Permit (PFP) Application Requests for Waiver of Permit Fee

### **Recommended Action**

Waive the \$100 PFP application fees.

### **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 community-wide events. The following applications request wavier of the \$100 fee:

- The Paradise Center wishes to hold a Breast Cancer Walk on Saturday, October 16, 2021 from 9AM-11AM with a start and finish at 546 Bay Isles Road. The route will consist of patrons utilizing the sidewalks behind Harbourside Drive, heading west to Gulf of Mexico Drive, and then North onto Bay Isles Road. The Paradise Center also requests a waiver of the \$100 application fee for this first time, community-wide event.
- The St Mary's Star of the Sea Church wishes to hold their annual Rummage Sale on Friday, March 4, 2022 from 12PM-4PM and on Saturday, March 5, 2022 from 9AM-1PM and requests a waiver of the \$100 application fee for this community-wide event. The Commission has waived this fee in the past.

Additional information: Since the event is in October this year, the Breast Cancer Walk event provided an approved COVID-19 protocol plan. Depending on the conditions at the time, a protocol plan from the church may be requested. 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 the \$100 PFP application fees.

**End of Agenda Item**