

M E M O R A N D U M

To: Tom Harmer, Town Manager
From: Isaac Brownman, Public Works Director
Report date: October 22, 2021
Meeting date: November 1, 2021
Subject: Public Forum Permit (PFP) Application Requests for Waiver of Permit Fees

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 St Mary's Star of the Sea Church wishes to hold their annual Christmas Bazaar Sale on Saturday, November 13, 2021 from 9AM-1PM. The applicant has provided an approved COVID protocol plan. St Mary's requests a waiver of the \$100 application fee for this community-wide event. The Commission has waived this fee in the past.
- The Longboat Key Kiwanis Club wishes to hold their annual Gourmet Lawn Party on Saturday, December 4, 2021 from 12PM-2PM at the Town Center. The applicant has provided the Town with a COVID protocol plan. Due to the scale of the event, the COVID plan will be reviewed in conjunction with the Sarasota County Florida Department of Health. Any comments or suggestions will be relayed to the applicant. The Longboat Key Kiwanis Club requests a waiver of the \$100 application fee for this community-wide event. The Commission has waived this fee in the past.

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