

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

**To:** Tom Harmer, Town Manager  
**From:** Isaac Brownman, Public Works Director  
**Report date:** November 19, 2021  
**Meeting date:** December 6, 2021  
**Subject:** Public Forum Permit (PFP) Application Requests for Waiver of Permit Fee

### **Recommended Action**

Waive the \$100 PFP application fee.

### **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 Longboat Key Chamber of Commerce will have held their annual Tree Lighting Ceremony on Saturday, November 27, 2021 from 5:30 - 7:00 PM at the Town Center. The Chamber requests a waiver of the \$100 permit 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 fee.

**End of Agenda Item**