

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

**To:** Tom Harmer, Town Manager  
**From:** Isaac Brownman, Public Works Director  
**Report date:** January 21, 2022  
**Meeting date:** February 7, 2022  
**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. Two requests follow:

- The Hermitage Artist Retreat requests a waiver of the \$100 permit fee for the upcoming community wide event at the Town Center Green on February 25, 2022 from 3 PM – 8 PM.
- The Christ Church of Longboat Key requests a waiver of the \$100 permit fee for an upcoming community wide event at the Church recognizing National Prayer Day on May 5, 2022 from 10 AM – 2 PM.

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**