

M E M O R A N D U M

To: Tom Harmer, Town Manager
From: Isaac Brownman, Public Works Director
Report date: September 28, 2022
Meeting date: October 3, 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 Paradise Center request a waiver of the \$100 permit fee for an upcoming community wide Breast Cancer Awareness Walk along Bay Isles Road and through the Bay Isles community from 8:30 AM – 11:30 AM on October 22, 2022. Participants will walk along the sidewalks throughout the route so not to block the roadway(s). Permission has also been secured from the Bay Isles HOA.
- The St Mary's Star of the Sea Church requests a waiver of the \$100 permit fee for the upcoming community wide event for the annual Rummage Sale at the Church on March 3, 2023 from 11:00 AM – 3:00 PM and on March 4, 2023 from 9:00 AM – 1:00 PM.

Both of these events have requested a waiver of the application fee in the past and it has been previously approved by the Town Commission.

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