

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

**To:** Howard Tipton, Town Manager  
**From:** Isaac Brownman, Public Works Director  
**Report date:** March 8, 2023  
**Meeting date:** April 3, 2023  
**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 fee waiver requests follow:

- The Christ Church of Longboat Key requests a waiver of the \$100 permit fee for an upcoming community wide event at the Church recognizing the National Day of Prayer on May 4, 2023 from 10:30 AM – 12:30 PM.
- Longboat Island Chapel requests a waiver of the \$100 permit fee for an upcoming community wide event at the Chapel for Nature Talks and Walks for Earth Day on April 22, 2023 from 11 AM – 3 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**