

M E M O R A N D U M

To: Howard Tipton, Town Manager
From: Isaac Brownman, Director Public Works
Report date: May 24, 2023
Meeting date: June 5, 2023
Subject: Public Forum Permit (PFP) Application Request for Waiver of Permit Fees

Recommended Action

Waive the \$100 PFP application fee and authorize the temporary closure of Bay Isles Road.

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 requests a waiver of the \$100 permit fee for the community-wide annual Freedom Festival scheduled for July 4, 2023, from 9:00 a.m. – 11:00 a.m. on Bay Isles Road. The Commission has previously approved the waiver for this event. As in past years, there will be a temporary closure of Bay Isles Road for this event. Town staff will work with the Chamber to finalize support for the event.

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 and authorize the temporary closure of Bay Isles Road.

Attachments

Letter from Chamber of Commerce (Available in Town Clerk's Office)

End of Agenda Item