

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

**To:** Howard Tipton, Town Manager  
**From:** Isaac Brownman, Director Public Works  
**Report date:** August 22, 2023  
**Meeting date:** September 11, 2023  
**Subject:** Public Forum Permit (PFP) Applications - Request 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.

The following applicants have requested a waiver of the \$100 permit fee for the following community-wide events:

- All Angel's by the Sea Blessing of the Pets Event on October 22, 2023, from 2 p.m. - 4 p.m.
- St. Mary's Star of the Sea Annual Rummage Sale on March 8, 2024, from 11 a.m. - 2 p.m. and March 9, 2024, from 9 a.m. - 12 p.m.
- The Paradise Center's Making Strides Against Breast Cancer Walk on October 21, 2023, from 8:30 a.m. - 11:30 a.m.

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**