

M E M O R A N D U M

To: Howard Tipton, Town Manager
From: Isaac Brownman, Director Public Works
Report date: October 23, 2023
Meeting date: November 6, 2023
Subject: Public Forum Permit (PFP) Application 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, instituted a \$100 application fee for special event Public Forum Permits. Additionally, these amendments included 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 request a waiver of the \$100 application fee for the following community-wide event:

- The Longboat Key Chamber of Commerce for their 5th annual Holiday Tree Lighting at the Town Center Green, November 25, 2023, from 3:30 to 7:30 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 fee.

End of Agenda Item