

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

**To:** Howard Tipton, Town Manager  
**From:** Isaac Brownman, Director Public Works  
**Report date:** May 22, 2024  
**Meeting date:** June 3, 2024  
**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, institutes a \$100 application fee for special event Public Forum Permits (PFP). 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 applicant requests a waiver of the \$100 permit fee and expenses for departmental assistance for the following community-wide event:

- Longboat Key Chamber of Commerce Freedom Fest, July 4, 2024 – 9:00 AM – 11:00 AM. 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 fees and authorize the temporary closure of Bay Isles Road.

**Attachment:** (Available in the Town Clerk's Office)

Letter from the Chamber

**End of Agenda Item**