

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

**To:** Howard Tipton, Town Manager  
**From:** Isaac Brownman, Director Public Works  
**Report date:** August 27, 2024  
**Meeting date:** September 9, 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 which, 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.

St. Mary's Star of the Sea requested a waiver of the \$100 application fee for their annual community-wide Rummage Sale event to be held on February 28 and March 1, 2025.

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**