

M E M O R A N D U M

TO: Tom Harmer, Town Manager
FROM: Isaac Brownman, Public Works Director
REPORT DATE: September 23, 2019
MEETING DATE: October 01, 2019
SUBJECT: Public Forum Permit Application Fee Waiver Requests

Recommended Action

Approve the requests to waive the \$100 Public Forum Permit Application Fee for Public Forum Permit (PFP) Applications PFP2019017, PFP2019024, PFP2019025, and PFP2019030.

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 communitywide events.

- **Public Forum Permit (PFP) Application 2019017:** The Longboat Key Garden Club requests a waiver of the \$100 application fee for the annual Home & Garden Tour on March 7, 2020.
- **Public Forum Permit (PFP) Application 2019024:** St Mary's Star of the Sea Church requests a waiver of the \$100 application fee for the annual Christmas Bazaar event on November 16, 2019.
- **Public Forum Permit (PFP) Application 2019025:** St Mary's Star of the Sea Church requests a waiver of the \$100 application fee for the annual Rummage Sale event on March 6 and 7, 2020.
- **Public Forum Permit (PFP) Application 2019030:** The Longboat Key Kiwanis Club requests a waiver of the \$100 application fee for the annual Gourmet Lawn Party on December 7, 2019.

The requests above have previously been approved by the Town Commission in prior years. 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

Approve the requests to waive the \$100 Public Forum Permit Application Fee for Public Forum Permit (PFP) Applications PFP2019017, PFP2019024, PFP2019025, and PFP2019030.

End of Agenda Item