

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

**TO:** Tom Harmer, Town Manager  
**FROM:** Isaac Brownman, Public Works Director  
**REPORT DATE:** October 25, 2019  
**MEETING DATE:** November 04, 2019  
**SUBJECT:** Public Forum Permit Application Fee Waiver Request

### **Recommended Action**

Approve the request to waive the \$100 Public Forum Permit Application Fee for Public Forum Permit (PFP) Application PFP2019035.

### **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 PFP2019035:** The Longboat Key Chamber of Commerce requests a waiver of the \$100 application fee for the upcoming Tree Lighting Ceremony on November 30, 2019.

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 request to waive the \$100 Public Forum Permit Application Fee for Public Forum Permit (PFP) Application PFP2019035.

**End of Agenda Item**